



NOMINATION GUIDE

This guide has been prepared to make it relatively easier for you as an Active Member or Pensioner to understand the candidate nomination process, to access and complete the required nomination forms and to successfully submit your nomination. You are encouraged to read the guide carefully before completing the forms and submitting your nomination.

2025

Trustees Election

www.njmpfvote.co.za



VACANT SEATS

Number	Fund	Seats Available
1	ACTIVE MEMBER TRUSTEES	
1.1	Provident Fund Trustees	6
1.2	Superannuation Fund Trustees	4
1.3	Retirement Fund Trustees	4
2	PENSIONER TRUSTEES	
2.1	Retirement Fund Trustees	2
2.2	Superannuation Fund Trustees	2
	TOTAL	18

In total, Active Members have 14 Seats out of which 6 are for representatives of the Provident Fund and 4 each are for representatives of the Superannuation Fund and the Retirement Fund respectively.

In total, Pensioners have 4 Seats out of which 2 are for representatives of the Retirement Fund and another 2 for representatives of the Superannuation Fund.

NOMINATION RULES



Nomination Rules

- An Active Member or Pensioner can only nominate within their Fund.
- They must be on their respective Fund voters' roll.
- To verify eligibility, use the website.



Candidate Responsibilities

- Must be nominated by at least one Active Member or Pensioner from the same Fund.
- Self-nomination is strictly prohibited.
- Must meet candidate eligibility criteria as per the Fund's Regulations.



Nominator Responsibilities

- Discuss nomination with candidate first.
- Must obtain candidate's explicit consent.
- Must provide candidate's ID, photo & election statement.

Nomination Procedures

Step 1: Receive Nomination PIN

A unique, 6-character Alpha-Numeric Nomination PIN was assigned to each Active Member and Pensioner and despatched (on 23 June 2025) directly via SMS and Email.

THE PIN IS ISSUED TO EACH ACTIVE MEMBER AND PENSIONER TO SECURE THEIR PARTICIPATION AND TO PREVENT FRAUD.

It is imperative that you make sure that you have received your PIN. To find your PIN:

- Check all folders in your email account including your junk folder.
- Check your SMS messages.
- Go to the elections website (www.njmpfvote.co.za) and check your eligibility. Your details (including your email address and phone number) will be revealed to you. If your contact details are different to what you are using, you will have to update your records so that the PIN is sent to the correct email and/or phone number.

PIN Distribution

- 6-character Alpha-Numeric code sent via SMS and Email.
- It will be required for nomination validation.

If PIN Not Received

- Contact IEO immediately.
- Request PIN reissue.
- Verify contact details on register.
- Allow time for processing.

Security Requirements

- Keep PIN strictly confidential.
- Do not share your PIN with anyone.
- The PIN must be used with ID/Passport for validation.
- Required for both nominators and nominees.

Nomination Procedures

Step-by-Step
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Step 2: Verify Eligibility

Confirm both nominator and candidate eligibility requirements using your Nomination PIN and ID document.

IT IS IMPORTANT FOR THE LEGITIMACY OF NOMINATIONS AND THE ENTIRE PROCESS THAT EACH NOMINATOR AND CANDIDATE BE AUTHENTICALLY UNIQUE AND IDENTIFIABLE AS SUCH.

It is preferred that eligibility be verified before completing the nomination form. To do so:

- Obtain the ID number of the candidate that you want to nominate.
- Go to the elections website (www.njmpfvote.co.za) and check your and your candidate's eligibility. Your details (including your email address and phone number) will be revealed to you. If your contact details are different to what you are using, you will have to update your records so that the PIN is sent to the correct email and/or phone number. Inform the candidate if his/her details are also incorrect.

Nominator Requirements

If you are nominating someone, make sure that you:

- Have received a valid Nomination PIN.
- Are in the same category as the candidate you are nominating.
- Are eligible to nominate.

Remember that you:

- Cannot nominate yourself.
- Can nominate multiple candidates.

Nominee Requirement

If you are being nominated by another Active Member or Pensioner, make sure that you:

- Have received your nomination PIN.
- Are a current Active Member or Pensioner of the same fund as the person nominating you.
- Are eligible under the Pension Funds Act.
- Have the necessary skills and experience.
- Have Sufficient time for trustee duties.

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Step 3: Choose a Submission Method

Before preparing documents, decide how you will submit your nomination. There are 3 options available.

CHOOSE YOUR PREFERRED METHOD CAREFULLY.

Unsure of which method to use? Consider the following:

- If you have access to a computer, data and the internet and you are situated far from the NJMPF offices, then online (Option 1) and email (Option 2) may be your best options.
- If you do not have access to the internet, a computer device and/or data, then Option 3 may be the best for you.
- Nominations close on 01 August 2025. Plan your submission carefully, in the time you have.

Option 1

SUBMITTING ONLINE USING THE ONLINE NOMINATION FORM

- Submit directly from website.
- Upload all required documents online.
- Immediate confirmation.
- Available 24/7.
- Fastest processing.

Option 2

SUBMITTING REMOTELY VIA EMAIL

- Download manual form from the election website.
- Complete and scan all documents.
- Email to: njmpfvote@kdb.co.za
- Good for offline preparation.
- Email confirmation provided.

Option 3

SUBMITTING IN-PERSON AT THE NJMPF OFFICES

- Download manual form from the election website.
- Complete the form and upload all documents.
- Submit by depositing the completed form into the Nomination Box at the NJMPF Offices in Westville.

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Step 4: Prepare Required Documents

Nominators must gather and prepare all mandatory documentation for nomination submission, including consent from the candidate.

Remember that:

- Your nomination will be invalid without the required documents.
- If you are nominating someone, communication and close interaction with your candidate is essential.
- If you are being nominated, your cooperation, if interested, is critical to make sure that the submission is made in compliance with all the requirements.

If you are nominating someone, you must provide:

- Your 6-character Nomination PIN.
- A fully completed Nomination Form.
- A **Certified** copy of the Candidate's ID or passport.
- A current passport-style photo of your candidate.
- An Election Statement from the candidate.

If you are being nominated as a candidate, you must complete:

- A Declaration of Nomination Acceptance.
- A Background Check Consent Form.
- An Election Statement (within 150 words limit).
- All forms signed and dated.

As a nominator, make sure of the following before submitting:

- Discuss the nomination with your candidate.
- Obtain the candidate's explicit consent.
- Gather all the required documents.
- Verify the eligibility of your candidate.

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Step 5: Submission

Submit through your chosen method. Online forms can be saved and completed later.

Remember that:

- Your nomination must be supported by all the required documents.
- You must submit within the allowed period for your nomination/s to be considered.

Online Form Submission

- Can save progress and complete later.
- Create free account for saving.
- Immediate confirmation receipt.
- Confirmation email sent after submission.
- Available 24/7 during nomination period.

Email Submission

- Download manual form from website.
- Complete and include Nomination PIN.
- Scan completed form and documents.
- Email to:
njmpfvote@kdb.co.za

Physical Submission

- Download the manual form from the website.
- Complete the form and make sure that your Nomination PIN is provided.
- Lodge in Nomination Box at the NJMPF Offices in Westville, Durban.
- This option is available during the nomination period only.

Nomination Procedures



Step 6: Screening and Validation

IEO conducts comprehensive fitness and propriety checks along with PIN validation.



Step 7: Objections

Members may lodge objections against candidates during this period.



Step 8: Final Candidates List

Final validated candidate list published with voter education materials.

Important:

Nomination PIN Security

Your 6-character
Nomination PIN was issued
on 23 June 2025.

Keep it confidential and use it with your
ID/Passport number for validation.
Contact IEO if not received!



Critical Deadline

Late nominations will NOT be accepted
under any circumstances.

**Ensure all documents are
submitted before the
deadline!**



THANK YOU

The election management team is available to assist you with your nomination. Please do not hesitate to contact us using the contact details provided on this page and on the website.

Good Luck!



Toll-Free:
0800 061 052
WhatsApp:
061 452 4499 or 067 733 1353



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24/7 Access



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