



PREMIUM PAYMENT PROCEDURES

For more information on the benefits or claim procedures please contact PSG Konsult on 0860 100 296 or msu@psgkonsult.co.za
PSG Konsult (Pty) Ltd is an authorised financial service provider

To ensure efficient ongoing administration of your company's cover certain requirements are deemed necessary:

- Debit order payments will be done on the 1st of the month in advance, unless specific alternative arrangements have been agreed to.
- EFT Payments are due on or before the **7th** of each month following for which it is due and you will receive your bill on the 15th of the month.
- The reference used for **EFT** and **direct deposits** must be your **COMPANY NAME**. Incorrect references result in payments not being allocated correctly and unnecessary delays in the claim procedures.
- A **payment schedule** for all payments made **must be emailed** to PSG Konsult not later than 24 hours after the payment has been made.
- The payment schedule is to complement the premium payment and should consist of the following :
 - Name of Company
 - Initials and Surname of each employee/member (sorted by surname)
 - ID Number and employee number
 - Current's month contribution for each employee/member
 - Arrears/Adjustments per employee for previous months
 - Members on Maternity leave and extended sick leave
 - Collective total for the group for the month
 - Month of cover for which premium has been paid

All payment schedules need to indicate clearly which members have been removed or added and the effective month of the change. Please note that back dated changes will not be accepted.

Premiums are to be paid directly into the following account:

For EFT's

Account holder:	Premium Trust Account
Bank:	Nedbank
Branch Code:	720026
Account number:	9006891936
Type:	Savings
Reference:	Your company name

For Cash Deposits and Cheques

Account holder:	Advance Wealth Management
Bank:	Nedbank
Account number:	1619001101
Type:	Savings
Reference:	Your company name

The payment schedule and proof of payment must be sent to gapadmin@psgkonsult.co.za or faxed to 086 688 5285 before the 7th of the month.

For any enquiries regarding contributions management please contact the Contributions Management Team on 0860 100 296

