

Change of Fund Administrator and Important Employer Transition Information

Dear Participating Employer

The Board of Trustees of the **Construction Industry Retirement Benefit Fund (CIRBF)** wishes to advise that the Fund's administration services will transition from **SA Quantum** to **Momentum Retirement Administrators**, effective **1 November 2026**.

This decision follows a strategic review undertaken by the Board to enhance service delivery, improve technology capabilities and strengthen the overall administration experience for employers and members.

The Trustees are committed to ensuring a smooth transition and minimising disruption to the Fund's operations throughout the migration process.

Freeze Period

To facilitate the migration of member and employer data from SA Quantum to Momentum Retirement Administrators, a freeze period will apply from **1 November 2026 until 18 January 2027**.

During this period:

- No benefit claims will be processed.
- No withdrawals, retirements, death claims or other benefit transactions will be processed.
- Any claims received after **25 October 2026** will only be processed after the migration has been completed and administration activities have resumed.

Submission of Contributions and Schedules

To ensure that member contributions are invested timeously and to minimise transactions through the Fund's bank account during the migration period, employers are requested to:

- Submit all contribution schedules and supporting payroll information as early as possible.
- Ensure that all October 2026 contribution schedules are submitted no later than **7 November 2026**.
- Ensure that contributions are paid by **7 November 2026**.
- Assist the Fund by responding promptly to any requests for information or data validation during the migration process.

Early submission of schedules and contributions will assist in ensuring accurate allocation of contributions, timely investment of member monies and a successful transition to the new administration platform.

Employer Engagement Sessions

The Fund recognises that employers will require additional information regarding the transition process.

Dedicated online employer engagement sessions will be arranged shortly during which the Fund and Momentum Retirement Administrators will provide information on:

- Contribution submission processes.
- Contribution schedules and payroll requirements.
- Employer portal access and functionality.
- Banking arrangements.
- Data requirements and validations.
- Administrator contact details.
- Operational processes and service procedures.
- Training and support arrangements.

Invitations and supporting documentation will be circulated in due course.

The Board appreciates the cooperation and support of all participating employers during this important transition. Your assistance is critical to ensuring a seamless migration and continued service to Fund members.

Should you have any immediate queries, these may be directed to:

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Consultant

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Yours Sincerely,

Board of Trustees of the Construction Industry Retirement Benefit Fund