momentum
corporate

November 2027

Important Notice: Change of Fund Administrator effective 1 November 2026

Dear Participating Employer,

The Board of Trustees wishes to inform you that the Fund's administration services are being transitioned from SA Quantum to Momentum Retirement Administrators (MRA). The effective date of the change of administrator is 1 November 2026.

This transition forms part of the Fund's commitment to enhancing administration services, improving operational efficiency and strengthening the member and employer experience. To help ensure a smooth transition, employers are requested to note the following important changes and key dates.

MRA Team Contact Details

- Email address: CIRBF@momentum.co.za
- Share-call number: **0860 222 289**

Please submit all Fund-related documents and queries to the email address above.

Change of Bank Account for Contributions

Pay all monthly contributions into the Fund's new bank account.
Bank: Rand Merchant Bank
Account Name: Construction Industry Retirement Benefit Fund
Account Number: 63232780288
Branch Code: 2555005

Critical Actions Required

⚠️ Employers must ensure that all payroll and banking systems are **updated before the November contribution cycle**. Contributions paid into the old account may delay contribution allocation, reconciliation and compliance reporting.

⚠️ **Monthly contribution file submission and payment:**

MRA has an automated process to capture your contribution files. Until the employer portal system has been implemented all contribution files must be e-mailed to the following e-mail address: CIRBFinterfaces@momentum.co.za.

Please use the following **reference number** in the bank deposit when making the contribution payments **: CIRBFYYYYMM-NAME** (YYYY- year, MM - contribution month, NAME-Employer name). For example: Employer named Buildfast pays contributions for November 2026. The reference must read: CIRBF202611-Buildfast

⚠️ Employers must provide their **company and banking details** so that these can be loaded onto the administration system for any refunds that may become payable.

Employer Portal
Employers will have access to the MRA Employer Portal, a secure platform for submitting and managing employer information. The Employer Portal will be available after the freeze period.

The portal will enable employers to:

- Submit contribution schedules electronically;
- Upload member data and supporting documentation;
- Access administration forms and guides;
- Monitor submissions; and
- Manage employer administration requirements online.

Registration details and access instructions will be communicated separately.

Employer Training and Support
To support employers during this transition, the consultants and MRA will conduct a series of onboarding and training sessions.
These sessions will cover:

- Registration and use of the Employer Portal;
- Completion and submission of contribution schedules;
- Administration processes and requirements;
- Contact and escalation channels; and
- Employer responsibilities during the transition.

Payroll, HR and finance representatives are strongly encouraged to attend. Invitations to the training sessions will be sent in due course.

Temporary Claims Freeze
To facilitate the migration and validation of Fund data, the processing and payment of certain claims will be temporarily suspended during the transition period.
This will affect:

- Exit benefit claims; and
- Two-Pot Savings Component withdrawal claims.

Claims processing and payments are expected to resume from **18 January 2027**.

Attached forms for interim Use
Please use the attached forms until the Employer Portal is live and claims can be submitted through the portal. The following forms are attached:

- **BCF-W-Generic:** Claim form for normal withdrawals.
- **BCF-R-Generic:** Claim form for retirement.
- **BCF-D-Generic:** Claim form for death claims.
- **MCA028TDF:** Transfer detail form.

CONSTRUCTION INDUSTRY RETIREMENT BENEFIT FUND

Employer action guide | Momentum Retirement Administrators (MRA)

Administrator change effective 1 November 2026

CRITICAL EMPLOYER ACTIONS

- Update payroll and banking systems for the November 2026 contribution cycle.
- Pay monthly contributions into the new Fund account.
- Provide company and banking details for potential refunds.
- Email contribution files until the Employer Portal is implemented.

Payment reference: CIRBFYYYYMM-NAME
YYYY = year | MM = contribution month | NAME = employer name
Example: CIRBF202611-Buildfast

CONTACT THE MRA TEAM

Documents and queries:
CIRBF@momentum.co.za

Contribution files:
CIRBFinterfaces@momentum.co.za

Share-call:
0860 222 289

NEW CONTRIBUTION BANK ACCOUNT

Bank:	**Rand Merchant Bank**
Account name:	**Construction Industry Retirement Benefit Fund**
Account number:	**63232780288**
Branch code:	**2555005**

USE MOMENTUM CLAIM FORMS

Use the attached forms until the Employer Portal is live and claims can be submitted online.

BCF-W-Generic	—	Normal withdrawals
BCF-R-Generic	—	Retirement
BCF-D-Generic	—	Death claims
MCA028TDF	—	Transfer details

Claims processing and payments are expected to resume from 18 January 2027.