

TSDBF2026

How to Complete the Certificate of Existence (COE)

The Certificate of Existence (COE) is an important document used to confirm that a pensioner is still alive and eligible to receive pension benefits. Follow the steps below to ensure your COE is completed correctly and accepted without delay.

✓ Step-by-Step Instructions

1. **Download the COE form**

Make sure you have the latest version of the Certificate of Existence form. Form can be downloaded from <https://tsdbf.net/forms/>

2. **Complete the pensioner's personal details section (Details of the person currently receiving the monthly pension)**

If unsure about your pension number please leave blank.

Fill in your full name, Employee number, ID number, telephone numbers, email address and physical address. Double-check for accuracy.

3. **Provide valid proof of existence**

One of the following three options must be submitted:

- **Option 1: Signed by pensioner and commissioner of oaths**

- The pensioner signs the COE.
- A commissioner of oaths signs and stamps the form.
- Copy of ID.

- **Option 2: Marked with X or thumbprint**

- If the pensioner cannot sign, they may mark the COE with an "X" or provide a thumbprint.
- A commissioner of oaths must still sign and stamp the form.

- **Option 3: Photo proof if unable to sign**

- If the pensioner is unable to sign or mark the form, submit:
- A clear photo of the pensioner holding their green ID card or ID book and completed COE form.
- The ID number must be clearly visible in the photo.
- The completed COE form.

4. **Include contact information**

This is essential for follow-up and verification:

- Pensioner's telephone number and email address
- Contact details for spouse or next of kin (name, relationship, phone number).

5. **Submit the completed COE**

Send the form and supporting documents to info@tsdbf.net or coe@tsdbf.net or WhatsApp **076 796 2826**.

✦ Important Reminders

- Ensure all information is **clear and legible**.
- Incomplete or incorrectly submitted forms may delay your pension payments.
- Keep a copy of the submitted documents for your records.
- COE will be distributed annually by 30 March and is required to be completed and returned to the fund administrator by 30 June.

CERTIFICATE OF EXISTENCE

If this form is not completed and returned to info@TSDBF.Net by 30 June 2026 your pension **will be stopped**.

PENSIONER'S PERSONAL DETAILS

Pension number	514382	If any of the printed information is incorrect, please write in the correct information.
Employee Number	869112A	
Surname	Wepener	
Full names	Ann	
Date of birth	19 Feb 1969	YYYY-MM-DD
ID/Passport number	6902190057084	
Marital status		WIDOW
Marriage date	Not Supplied	
Home telephone number	0825632248	
Cellphone number	0760556336	
E-mail	ann@studbook.co.za	
Tax Number	0863237152	
Residential address	HIPPOCRATES LAAN 54, HOSPITAALPARK, BLOEMFONTEIN 936	

SPOUSE/NEXT OF KIN DETAILS

Name and Surname	
ID/Passport number	
Contact number and email address	

SWORN DECLARATION

I, the undersigned, (PENSIONER/GUARDIAN), do hereby make an oath and say that the information given above is true and correct and that I appeared before the undersigned Commissioner of Oaths.

22/04/2026

Date

Signature of Pensioner/Guardian

Commissioner of Oaths

Thus, sworn before me on this 23 day of April 2026 at Bloemfontein

Full Names of Commissioner of Oaths: Renier Stephanus Meyer

Physical Address: 5 Shorty vd Merwe Ave, Tempe

Signature of Commissioner of Oaths: [Signature]

Capacity: Senior Military Officer

**REGIONAL WORKS UNIT
FREE STATE**

23-04-2026

SHORTY VD MERWE STREET
TEMPE MILITARY BASE
BLOEMFONTEIN

TSDBFCOE2026

Certificate of Existence Conditions

If you are signing as guardian of the pensioner, please provide a copy of guardian's ID book/card and legal appointment of guardianship by the court with the completed COE.

The pensioner/spouse/guardian will be held responsible for any amount overpaid as a result of a false or inaccurate statement.

Anyone that receives payment to which they are not entitled could be liable for prosecution.

The Rules define a Child or Children as

- (i) a child born to a Pensioner; or
- (ii) a child who as at the 2006 Rule Amendment Date was a stepchild or adopted child of a Pensioner; and who
 - (i) has survived the Pensioner, and is not more than 18 years of age; or
 - (ii) has survived the Pensioner, and is more than 18 years of age and in respect of whom it has been demonstrated to the satisfaction of the Board that-
 - (a) he or she is engaged in full-time tuition at an education institution registered as such with the Department of Education, since the commencement of such full-time tuition prior to 18 years of age, and is not more than 26 years of age; or
 - (b) (i) he or she is mentally or physically incapable of supporting him or herself; and
 - (ii) in respect of whom the Board has at intervals not exceeding 5 years exercised its discretion to treat him or her as a qualifying Child for the purposes of these Rules for a period or further period not exceeding 5 years.

CERTIFICATE OF EXISTENCE

Enclosed is a Certificate of Existence, which you are required to complete. For audit purposes, this certificate must be signed and stamped by a registered Commissioner of Oaths.

The following people are usually registered as a Commissioner of Oaths.

- _____ Police Officer
- _____ Doctor
- _____ District Surgeon
- _____ Magistrate of Lawyer
- _____ Bank Manager
- _____ The principle of some schools
- _____ Administrator of the Fund
- _____ Municipal Manager
- _____ Director/Managing Official of an Old Age Home
- _____ Ordained religious leader (Pastor, Priest, Vicar)
- _____ Social worker

Failure to comply with this request will result in the Fund not being able to accept the Certificate of Existence and it will be returned to you for the required signature. Delays in submitting the correct information may result in your pension being stopped.

Please ensure that the completed Certificate of Existence is returned to the Fund to ensure that future pension payments are not suspended.

88208582PE

MAJ R.S. MEYER

[Signature]

CERTIFY A TRUE COPY OF THE ORIGINAL
NO INDICATION OF AN UNAUTHORISED
PERSON. CHANGING THE INFORMATION
ON THE ORIGINAL DOCUMENT, WAS FOUND

23.04.2026

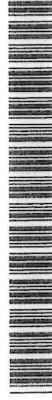
Conditions:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 80

Date of Issue:

07 MAR 2018

106307795



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD



Surname: **WEPENER**
Names: **ANN CECILIA**
Sex: **F**
Nationality: **RSA**
Identity Number: **6902190057084**
Date of Birth: **19 FEB 1969**
Country of Birth: **RSA**
Status: **CITIZEN**



Signature:



88208582PE

MAJ R.S. MEYER

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