

Change in membership records form



Ensure that all applicable sections are completed in full, and that you provide all necessary supplementary documentation. Submit the completed form to GEMS via any of the following channels:

☎ 0861 00 4367 ✉ enquiries@gems.gov.za ✉ GEMS, Private Bag X782, Cape Town 8000

Section A: Member details

Initials Surname
 Membership no

Section B: Change in personal details

Telephone no (H) () (W) ()
 Cell phone no Fax no ()
 Email address
 Postal address (post collected from post box, suite or private bag) - Tick appropriate option:
 PO Box Private Bag X Number (complete the number)
 Postnet Suite Apartment Number (complete the number)
 Suburb City Postal code

Section C: Change of banking details

To update your banking details, we require a certified copy of your identity document (ID); bank statement, crossed cheque or letter from the bank either signed or stamped (not older than three months); and proof of residential address, which can be in the form of your utility bill i.e. municipal account (not older than three months).

Name of bank
 Name of account holder
 Bank account
 Branch name
 Branch code Type of account Current Savings Transmission
 Account holder's signature _____ Date of signature

Section D: Cancellation of dependant(s)

Full first name	Surname	Date of cancellation	Reason for cancellation Reason codes: DI = divorce, DEC = deceased, OA = over aged, FIN = financial. In the event of divorce or death, please provide copy of the certificate.

Note: Should you reinstate the dependant(s) again at a later stage, waiting periods may apply.

Section E: Declaration

I, _____ ID number
 declare that the information submitted is true and correct.
 Signature of main member _____ Date

We are committed to protecting your personal data
 Your right to privacy and security is very important to us. The Government Employees Medical Scheme (GEMS) and its contracted Service Provider Network (SPN) treat personal information as private and confidential. We collect personal information for the purposes set out in the Scheme's Registered Rules or otherwise communicated to you and we use your information for a number of different purposes, for example to provide our services to members and others and to meet our legal and regulatory obligations. For more detailed information on how and why we use your information, including the rights in relation to your personal data, and our legal grounds for using it, please view the GEMS Protection of Personal Information Policy and Promotion of Access to Information Manual on our website at www.gems.gov.za.