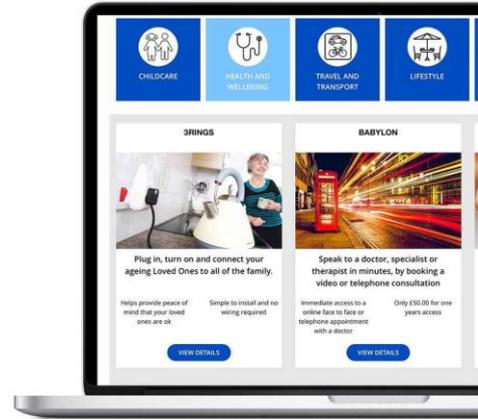


## Welcome to the Sanlam Benefits Management System run in conjunction with My Benefits World.

The Benefit Management System (BMS) is an engagement and communication platform which houses all of your employee benefits in one place. It can be fully branded in your own corporate identity allows you, as an employer, to communicate more effectively the core benefits you provide for your employees.

Available via Smartphone, Tablet or Desktop, you can use the system to:-

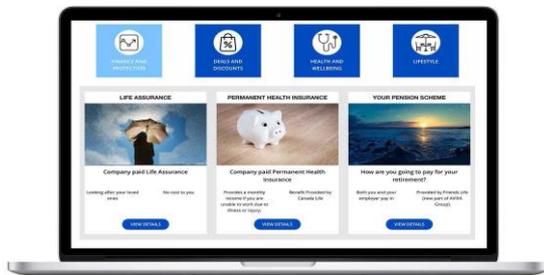
- Communicate the advantages of the existing core benefits; or
- Extend the benefits by allowing employees to choose from a range of voluntary benefits and retail shopping discounts; or
- Create a flexible benefits offering for your employees.



The system is currently supporting clients ranging from ten to several thousand employees. As the platform is built “in-house” it is not reliant on third party support or technology which means we can tailor it the requirements of your business. You may also be surprised at just how affordable the Benefit Management System is.

### Key Functionality

- Employees can manage (add and change) beneficiary details for pension and life assurance benefits. Once an employees’ dependents details are held in the BMS they can reuse them for any other family benefits without the need to re-enter information each time.
- Employees can view and apply online from the range of voluntary determined by the employer. Employees can see how much a benefit will cost them on a monthly and annual basis and how much they will save, either through a corporate discount, tax savings, or a combination of both. You can choose to offer as many or as few voluntary benefits as you wish.
- They can also change their contribution/cover levels or buy/sell holidays (if permitted by your scheme rules).



The BMS simplifies the administration of voluntary benefits. You will receive a consolidated list of the benefits your employees have applied and for many of the benefits we can also operate collectivised invoicing. Collectivised invoicing means rather than receiving multiple invoices from multiple suppliers you will receive one invoice, broken down on an employee by employee basis, detailing the total amount you need to deduct from salary their benefit choices.

Any changes employees make to contributions or levels of cover is compiled into a report which is tailored to meet the requirements of your payroll system and the benefit provider. The BMS can prevent employees from going above or below minimum contribution amounts or levels of cover and in the case of pension schemes, automatically match levels of employer and employee contributions as per the scheme rules. We have a range of educational videos that focus on the importance of saving for the future which can be embedded into the pension section.

The BMS can manage benefit allowances, for example if your company wished to allow their employees the flexibility to spend a set amount on employee benefits of their choice.

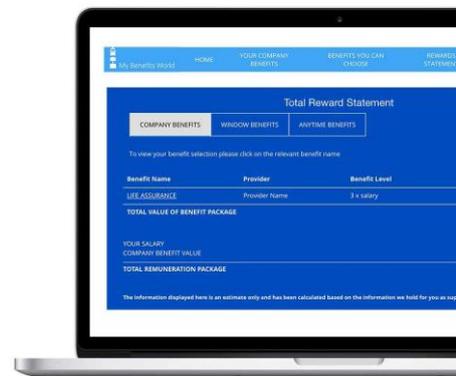
There is the option to include a Total Reward Statement (TRS) which provides visibility of the value of your overall employee benefits package. The Total Reward Statement places a cash value on the benefits your company provides and also displays the savings employees are making on their voluntary benefit options.



The BMS can operate on a single company basis or broken down by divisions, with separate management information, reporting and invoicing. There is the option to brand the BMS to your company colour scheme and add your logo. You can also add a welcome message to the company landing page.

Many companies now operate a combination of “Anytime” and “Fixed Window” benefits. A Fixed Window benefit usually permits your employees to make a change to their level of cover only during a fixed time period in the year. Fixed window benefits tend to include life assurance, medical insurance, dental and cash plans and holiday buy/sell.

Anytime benefits allow employees to elect for them throughout the year. Most voluntary benefits now operate on an anytime basis as employers recognise it drives ongoing engagement in their employee benefits offering. Anytime benefits tend to include things such as Health Screenings, Will Writing, Kids Pass, cycle to work, childcare vouchers and gym schemes. In addition, you can link these anytime benefits to coincide with company and national wellbeing initiatives such as cancer awareness campaigns, cycling events or healthy living initiatives.



If you already have a voluntary benefit provider(s) in place and wish to continue to work with them, we can normally link their products and services to the BMS. The BMS can display any additional benefits your company provides, such as staff training, study leave, holiday policies, team lunches free fruit and travel policies. It can also host staff handbooks or company policy documents.

If you would like more information or a demonstration of the system please contact your usual Sanlam Employee Benefits Consultant or Richard Haynes, Head of Employee Benefits at Sanlam by email at [Richard.haynes@sanlam.co.uk](mailto:Richard.haynes@sanlam.co.uk) or by phone on