

GENERAL GUIDE ON RESOLUTION OF UNCREDITED PENSION CONTRIBUTIONS

In line with the resolution of long outstanding pension contributions, the following guides have been provided to enable employers and employees/beneficiaries on the attached lists to facilitate the reconciliation of the pension remittances and credit Retirement Savings Accounts (RSAs).

ROLE OF EMPLOYERS TO RESOLVE UNCREDITED CONTRIBUTIONS ON CRA LIST

Employers on the list are required to:

- a. Provide pension remittance schedules with **accurate and complete amount** to the PFA. This is for employers under **NO REMITTANCE SCHEDULE**.
- b. Obtain welcome letter (certificate of registration) of employees and notify the PFA with **correct PINs and Names of such employees**. This is for employers under **PIN RELATED EXCEPTIONS**.

ROLE OF EMPLOYEE TO RESOLVE UNCREDITED CONTRIBUTIONS ON TCF LIST

An employee with RSA PIN whose name appears on the TCF list should provide the following:

- a. A copy of his/her welcome letter (certificate of registration)
- b. A copy of his/her employment letter.
Employees (or ex-employees) on TCF list who were registered prior to July 2019 should complete their data recapture with their PFAs before processing the uncredited contributions.

An employee without RSA PIN whose name appears on the TCF list should provide the following:

- a. Open a Retirement Savings Account with a PFA of his/her choice and submit copy of welcome letter at any office of Trustfund Pensions or via email.
- b. Submit a copy of his/her employment letter at any office of Trustfund Pensions or via email.
- c. An application or request for transfer of uncredited contributions on TCF.

For enquiry call: or send email to: enquiries@trustfundpensions.com