



Circular No 4 of 2017

Circulars File

To: Pensions Funds
Life Offices
Fund Administrators

From: Commissioner of Insurance, Pensions and Provident Funds

Date: 24 April 2017

REVISED QUARTERLY RETURN TEMPLATE

1. The above subject matter refers.
2. In a bid to improve the quality of our quarterly reports and provide the market with more value additive information, the Commission has revised the quarterly return template.
3. Attached herewith are two soft copies of the quarterly return template in respect of both individual pension funds as well the consolidated one that is in respect of fund administrators including life offices.
4. All fund administrators are required to complete the return for the quarter ended 31 March 2017 and submit soft copies to pensionreturns@ipec.co.zw on or before 5 May 2017.
5. With effect from the second quarter of 2017 all pension funds and fund administrators including life offices shall be required to submit the returns for every quarter to the Commission on or before 21 days after the end of the same quarter.
6. It is imperative that, with immediate effect, all life offices should split their pensions business from insurance business and prepare that attached returns in respect of their pensions business.
7. The Commission will continuously review the template in a bid to disseminate more value additive information to stakeholders and comments on the template are welcome for continuous improvement of the same.
8. Please be guided accordingly

T. Karonga (Mr.)

Commissioner of Insurance, Pension and Provident Funds