

Insurance & Pensions Commission



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15 January 2025

Circular No. 2 of 2025

**To: Insurance Council of Zimbabwe (ICZ)
Zimbabwe Association of Funeral Assurers (ZAFA)
Life Offices Association of Zimbabwe (LOA)
Zimbabwe Brokers Association (ZIB)
Zimbabwe Association of Reinsurance Organisations (ZARO)
Zimbabwe Association of Pension Funds (ZAPF)
Pension Fund Administrators
Self-Administered Pension Funds**

SUBMISSION OF QUARTERLY LEVY COMPUTATIONS AND DUE DATES

1. The above subject matter refers.
2. As part of ongoing effort to maintain transparency and ensure timely compliance with regulations. The Commission would like to inform industry of the new process for submitting levy computations.
3. Effective immediately, all levy computations should be submitted to computations@ipec.co.zw, in line with the following deadlines as stipulated in S1 103 of 2023.
 - a) 1st Quarter: Due by January 21st.
 - b) 2nd Quarter: Due by April 21st.
 - c) 3rd Quarter: Due by July 21st.
 - d) 4th Quarter: Due by October 21st.
4. Levy computation submissions should include:

- i. Levy computation schedules including reconciliation of previous quarter estimates against actual performance
 - ii. Proof of payment.
5. Going forward please ensure that all submissions are made by the relevant due dates to avoid any delays in the review process and avoid non-compliance penalties.
6. All enquiries and clarifications should be directed to finance@ipec.co.zw/ contact us at 0242 443322.

We look forward to your input.

Yours Sincerely



Grace Muradzikwa

COMMISSIONER OF THE INSURANCE, PENSION AND PROVIDENT FUNDS