



**CIRCULAR NUMBER 5 OF 2020**

25 March 2020

**TO: All Insurance Companies  
All Pension and Provident Funds  
All Fund Administrators**

**Cc: Life Offices Association of Zimbabwe (LOA)  
Zimbabwe Association of Reinsurance Offices (ZARO)  
Zimbabwe Association of Funeral Assurers (ZAFA)  
Zimbabwe Association of Pension Funds (ZAPF)  
Insurance Council of Zimbabwe (ICZ)**

**SUBJECT: DELIVERY AND COLLECTION OF MAIL FROM INSURANCE COUNCIL OF  
ZIMBABWE PIGEON HOLE (ICZ)**

1. Reference is made to the above.
2. The Insurance and Pensions Commission wishes to advise all its regulated entities that its pigeon hole for mail delivery at ICZ is now operational.
3. To ensure efficient mail collection and delivery, the Commission advises as follows:
  - 3.1 All insurers, pension and provident funds and fund administrators may, with immediate effect, use the Commission's pigeon hole to deliver mail addressed to the Commission.
  - 3.2 Insurers with pigeon holes at the ICZ offices must collect their letters, from the Commission, from their respective pigeon hole.
  - 3.3 Insurers without pigeon holes at ICZ, pension and provident funds and fund administrators must collect their mail at the Commission's town

office, situate at Kingstones House, Corner Kwame Nkrumah Avenue and Leopold Takawira Street.

4. Those entities that prefer to deliver or collect their mail at the Commission's Head Office must notify the Commission in writing of such intention.
5. Please be advised accordingly.



Grace Muradzikwa

**COMMISSIONER OF INSURANCE, PENSION AND PROVIDENT FUNDS**