

**Circular No. 3. of 2017**

Life Offices Association (LOA)

Zimbabwe Association of Pension Funds (ZAPF)

All Life Insurance Companies, Stand-alone Self Administration Pension Funds and Pension Fund Administrators

**3 April 2017**

**DATA COLLECTION EXERCISE – MEMBERSHIP INFORMATION**

1. The Insurance and Pensions Commission (IPEC) is in the process of installing a new Information Technology platform in order to establish efficient processes for administration of IPEC's supervisory role over Pension Funds and Insurance Companies.
2. As part of this process, IPEC is concurrently putting in place systems to respond to some of the issues that arose during the compilation of the new information that was requested during the Presidential Commission of Inquiry into the conversion exercise; as well as a general strategic determination by the Regulator to widen insurance coverage in the country.
3. In order to achieve this, IPEC is planning to establish a fully-fledged actuarial department that will, among other things, undertake a number of studies regarding the Insurance and Pensions Industry in Zimbabwe as well as establishing a firm database for strategic discussion with both Government and regional Regulators. The analysis and studies rely heavily on the

availability of good quality underlying Pension Fund and Insurance data. To that end, we request that your firm/Fund provides us with membership data, of all Pension Funds under your management, as follows:

- a. Soft copies of annual schedules, in excel format, of members that were contributing to the Pension Funds under your management from 1 January 2014 to 31 December 2016 as per the attached templates.
  - b. The deadline for submission of the data is 10 April 2017.
4. While it is noted that the deadline for submission of this data is short, we are sure you do appreciate the need for our communication with both Government and the regional Regulators to be based on fact. Our own input will also feed into the development of proper statistics for the region which would be used in discussion with development partners.
5. Your cooperation in the submission of this data within the timelines given would be appreciated.



T. Karonga

**Commissioner of Insurance, Pension and Provident Funds**

Fund Name  
 Type of fund  
 Fund Administration  
 Date of registration of fund  
 Fund status  
 Contribution Rate Member  
 Contribution Rate Employer  
 Admin Fees Formulae  
 GLA Cover Multiplier  
 Normal Retirement Age

DB/DC  
 Self Administered / Insured  
 Active / Inactive

Membership Data as at 31 December 2014

Last Name	First Name	ID Number	Company Reference Number	Date of Birth	Gender	Date Joined	Mode of Exit	Date of Exit	Status of Member	Opening Accumulated Credit 31.12.13	Pensionable Salary for 2014	Total Costs for 2014 (including Arrears)	Closing Accumulated Credit as at 31.12.2014 (including Arrears)	Total Contribution Arrears As at 31.12.2014
Example	First	00-00000100		dd/mm/yyyy	M/F	dd/mm/yyyy		dd/mm/yyyy	Widow/Child					
<b>Active Members:</b>														
<b>New Entrants:</b>														
<b>Pensioner:</b>														
<b>Deferred Pensioner:</b>														
<b>Suspended Pensioner:</b>														
<b>Exits:</b>														

Fund Name  
 Type of Fund  
 Fund Administration  
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 Fund status  
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 Admin Fees Formulae  
 GLA Cover Multiplier  
 Normal Retirement Age

DB/DC  
 Self Administered / Insured  
 Active / Inactive

Membership Data as at 31 December 2015

Last Name	First Name	ID Number	Company Reference Number	Date of Birth	Gender	Date Joined Fund	Mode of Exit	Date of Exit	Status of Member	Opening Accumulated Credit 31.12.14	Pensionable Salary for 2015	Total Costs for 2014 (including Arrears)	Closing Accumulated Credit Arrears as at 31.12.2015	Total Contribution Arrears as at 31.12.2015
Example	First	00-000000100		dd/mm/yyyy	M/F	dd/mm/yyyy		dd/mm/yyyy	Widow/Child					
Active Members														
New/Entrants														
Pensioner														
Deferred Pensioner														
Suspended Pensioner														
Exits														

