



## **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.

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