



## **Guidelines for resolution of outstanding contributions from Transitional Contributions Funds (TCF)**

### **Contributors with existing Retirement Savings Account.**

For contributors who have existing Retirement Savings Account (RSA) PIN, kindly look up your name on the TCF link, locate the PFA where the TCF is domiciled and follow the steps below:

1. Provide a copy of your Enrolment letter (Welcome Letter) obtained from the Pension Fund Administrator (PFA)
2. Provide a copy of your employment letter.
3. If you register before July 2019, you need to confirm completion of data recapture with your PFA.
4. If the TCF PFA is where you have your RSA, all you need is to provide them with your valid PIN for review/confirmation.

### **Contributors without Retirement Savings Account.**

For employees who haven't yet registered with any Pension Fund Administrator (PFA), please adhere to the following instructions:

1. Contact your preferred PFA to initiate the process of opening a Retirement Savings Account.
2. After registration, furnish the TCF PFA with a copy of the welcome letter received from your chosen PFA, and also provide this letter to your employer to ensure seamless future contributions.
3. Submit a copy of your employment letter to the TCF PFA.

### **Employers**

Employers in TCF with Employees holding Existing Retirement Savings Account (RSA) PINs from any Pension Fund Administrator (PFA):

1. Liaise with your relevant employees to obtain the welcome letter from their respective PFAs, and confirm that data recapture has been completed for those who registered before July 2019.
2. Issue an instruction to the TCF PFA, accompanied by the welcome letter, verifying the accurate RSA PIN, the pertinent PFA of the employees, and, if applicable, the completion of data recapture.

**Employers with Employees Yet to Register with any Pension Fund Administrator (PFA):**

1. Issue an instruction for the establishment of nominal accounts (Temporary PINs – TPINs\*) to facilitate PFA contributions using the TPINs. (Employers have a six-month window to regularize a nominal account by ensuring employee registration with a PFA and providing the PFA with the RSA details, including the TPIN.)
2. Encourage the relevant employees to approach a PFA of their choosing for RSA registration and provide a copy of the welcome letter from their PFAs.
3. Dispatch an instruction to the TCF PFA (along with the welcome letter) to validate the correct RSA PIN and the relevant PFA of the employees.

**\*PLEASE NOTE: The instruction should include, at a minimum, the following employee details: Title and full name, Gender, Date of birth, State of Origin, Nationality, Marital Status, Residential address, Telephone number, and email address.**