

Enquiries: Manager: Pension Funds

13 February 2015

Principal Officers - All Registered Pension Funds

Directive No.: PI/PF/DIR/1/2015

Effective date: 13 February 2015

**SUBMISSION OF FUND RELATED DOCUMENTS BY MEANS OF THE
PRESCRIBED APPLICATION FORMS**

1. Background

1.1 This directive is issued by virtue of NAMFISA's functions and powers, and those of its Chief Executive Officer in his capacity as the Registrar of Pension Funds, in terms of the Namibia Financial Institutions Supervisory Authority Act No. 3 of 2001 and is applicable to all registered Pension Funds registered in accordance with section 4 of the Pension Funds Act, 1956 (Act No. 24 of 1956).

1.2 The department of Pension Funds has developed forms to accompany the submission of the following applications and notifications:

- Rule amendment "PF/RUL/2014";
- Registration of a Pension Fund "PF/REG/2014";
- Appointment of the Principal Officer "PF/PO/2014";
- Appointment of the Valuator "PF/VAL/2014";
- Appointment of the Auditor "PF/AUD/2014";
- Section 14 transfer "PF/S14/2014"; and
- De-registration "PF/DER/2014"



2. PURPOSE OF THE DIRECTIVE

2.1 This directive serves to inform you that with effect from **13 February 2015**, all Pension Funds are required to submit their applications or notifications on the prescribed forms.

The introduction of the aforesaid forms will also enable the Registrar to effectively and efficiently evaluate and respond to requests in respect of the applications and notifications which are submitted by regulated entities.

2.2 Applications or notifications which are not made on the said forms and which are not accompanied by the necessary documents will be regarded as incomplete and will affect the turnaround times indicated in the Service Level Commitment.

2.3 Attached hereto, kindly find the prescribed application and notification forms, marked "PF/RUL/2014"; "PF/REG/2014"; "PF/PO/2014"; "PF/VAL/2014"; "PF/AUD/2014"; "PF/S14/2014" and "PF/DER/2014" respectively, as referred to above.

Kindly contact the Manager of the Pension Funds department at telephone number (061) 290 5000 should you have any further queries in this regard.

Yours sincerely,



Phillip N. Shiimi
Registrar: Pension Funds