GOVERNMENT NOTICE NO. 47

FINANCIAL SERVICES ACT

(CAP. 44:05)

FINANCIAL SERVICES (SUBMISSION OF INFORMATION RELATING TO THE BUSINESS OF PENSION FUNDS) DIRECTIVE, 2018

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IN EXERCISE of the powers conferred by section 34 of the Financial Services Act, I, DR. DALITSO KABAMBE, Registrar of Financial Institutions, issue the following Directive—

PART I—PRELIMINARY

Citation

1. This Directive may be cited as the Financial Services (Submission of Information Relating to the Business of Pension Funds) Directive, 2018.

Application

2. This Directive applies to—

(*a*) pension funds;

(*b*) administrators;

(*c*) pension services companies;

(*d*) operators of umbrella funds;

(*e*) umbrella funds;

(*f*) pension brokers;

(*g*) custodians;

(*h*) investment managers; and

(*i*) trustees.

Interpretation

3. In this Directive, except where the context otherwise requires—

"call report" means a complete set of returns as outlined in this Directive that pension entities must compile and submit to the Registrar; and

"pension entity" includes a pension fund, an administrator, a pension services company, an operator of umbrella fund, an umbrella fund, a pension broker, a custodian, an investment manager and a trustee.

PART II—OBJECTIVES

Objectives

4. The objectives of this Directive are to—

(*a*) set out the supervisory reporting standards for the provision of information relating to the governance, financial performance or position, and member profile of pension and umbrella funds;

(*b*) ensure that pension entities submit to the Registrar on a timely basis accurate electronic call reports as prescribed by the Registrar;

(*c*) provide the Registrar with sufficient information to prudentially supervise and monitor compliance and implementation of pension sector laws and support future policy development; and

(*d*) establish quality control standards for data before it is submitted to the Registrar.

PART III—SPECIFIC REQUIREMENTS

Submission and format of call reports

5. A pension fund and an umbrella fund shall complete and electronically submit to the Registrar call reports in the format prescribed in the First Schedule.

Deadline for submission of call reports

6.—(1) A pension fund and an umbrella fund shall submit quarterly call reports to the Registrar within 15 days after the last day of the quarter.

(2) A pension fund and an umbrella fund shall submit to the Registrar an annual call report, audited by external auditors of the fund within 3 months after the end of each financial year.

Submission of profile of management and responsible persons

7. A pension fund and an umbrella fund shall submit to the Registrar a profile of management and responsible persons prescribed in the Second Schedule, within 15 days after the last day of the year.

Submission of member activity report

8. A pension fund and an umbrella fund shall submit to the Registrar member activity report prescribed in the Third Schedule, within 15 days after the last day of the year.

Submission of other information

9. A pension entity shall submit any other information, reports or data as directed by the Registrar.

Restriction on tampering with call report templates

10. Unless otherwise approved by the Registrar, a pension entity shall not tamper with or modify the format of a call report template, whether electronic or not.

Quality control and sign off

11.—(1) Trustees of a pension entity shall ensure the implementation of appropriate management information systems, processes and controls to support the preparation and submission of information under the pension reporting requirements.

(2) Trustees are responsible for the accuracy and reliability of information submitted.

PART IV—ENFORCEMENT

Monetary penalties

12. Where the Registrar determines that a pension entity has not met the requirements of this Directive, the Registrar may impose administrative penalties on the pension entity, including—

(*a*) a fine of K2,000,000 for failure to submit call reports and any other information within the required deadline;

(*b*) a fine of K5,000,000 for tampering with format of the call report template; and

(*c*) a fine of up to K10,000,000 in addition to the penalties in paragraphs in (*a*) or (*b*), for each time a pension entity repeats a contravention.

Other penalties

13. In addition to the penalties specified in paragraph 12, the Registrar may impose directions as provided for under the Act and other financial services laws.

FIRST SCHEDULE (para. 5)

CALL REPORT FORMS FOR PENSION FUNDS

	NAME OF FORM	*FORM NO*
1	Statement of Investments and Asset Allocation	Form PF1
2	Statement of Net Assets Available for Benefits	Form PF2
3	Statement of Changes in Net Assets Available for Members	Form PF3
4	Specification of Unlisted Equity	Form PF4
5	Specification of Listed Equity	Form PF5
6	Specification of Government Short Term Debt	Form PF6
7	Specification of Government Long Term Debt	Form PF7
8	Specification of Private Debt - Listed	Form PF8
9	Specification of Private Debt --Unlisted	Form PF9
10	Specification of other Investments	Form PF10
11	Specification of Property	Form PF11
12	Specification of other Investment Income	Form PF12
13	Specification of other Operating Income	Form PF13
14	Specification of other Investment Expenses	Form PF14
15	Specification of other Administrative Expenses	Form PF15
16	Specification of Fixed Deposits per Bank	Form PF16
17	Specification of other Receivables	Form PF17
18	Specification of other Assets	Form PF18
19	Specification of other Payables	Form PF19
20	Specification of other Reserves	Form PF20
20	Membership Profile	Form PF21

FORM PF1

STATEMENT OF INVESTMENTS AND ASSET ALLOCATION

PORTFOLIO 1

Strategic Asset Allocation (SAA)	Benchmark (SAA)	Lower end of allowable (SAA)	Upper end end of allowable SAA range	Percentage Asset Allocation	Market Value at the end of period	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
5.1 Cash							
5.2 Fixed Deposits (B16)							
5.3 Malawi Listed Equity (B5)							
5.4 Unlisted Equity (B4)							
5.5 Property (B11)							
5.6 Government Debt (Malawi)							
5.6.1 Short Term (B6)							
5.6.2 Long Term (B7)							
5.7 Private Debt							
5.7.1 Listed (B8)							
5.7.2 Unlisted (B9)							
5.8 Loans							
5.9 Foreign Investments							
5.10 Other Investments (B10)							
5.11 Total investment							

Strategic Asset Allocation (SAA)	Benchmark (SAA)	Lower end of allowable (SAA)	Upper end end of allowable SAA range	Percentage Asset Allocation	Actual Asset Allocation at Market Value period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
		Portfolio 2					
5.1 Cash							
5.2 Fixed Deposits (B16)							
5.3 Malawi Listed Equity (B5)							
5.4 Unlisted Equity (B4)							
5.5 Property (B11)							
5.6 Government Debt (Malawi)							
5.6.1 Short Term (B6)							
5.6.2 Long Term (B7)							

Strategic Asset Allocation (SAA)	Benchmark (SAA)	Lower end of allowable (SAA)	Upper end end of allowable SAA range	Percentage Asset Allocation	Actual Asset Allocation at Market Value period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
5.7 Private Debt							
5.7.1 Listed (B8)							
5.7.2 Unlisted (B9)							
5.8 Loans							
5.9 Foreign Investments							
5.10 Other Investments (B10)							
5.11 Total investment							

Portfolio 3

Strategic Asset Allocation (SAA)	Benchmark (SAA)	Lower end of allowable (SAA)	Upper end end of allowable SAA range	Percentage Asset Allocation	Actual Asset Allocation at Market Value period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
5.1 Cash							
5.2 Fixed Deposits (16)							
5.3 Malawi Listed Equity (B5)							
5.4 Unlisted Equity (B4)							
5.5 Property (B11)							
5.6 Government Debt (Malawi)							
5.6.1 Short Term (B6)							
5.6.2 Long Term (B7)							
5.7 Private Debt							
5.7.1 Listed (B8)							
5.7.2 Unlisted (B9)							
5.8 Loans							
5.9 Foreign Investments							
5.10 Other Investments (B10)							
5.11 Total investment							

FORM—B 2

Statement of Net Assets Available for Benefits

		Consolidated	Portfolio 1 (K'000)	Portfolio 2 (K'000)	Portfolio 3 (K'000)
Assets					
1	Total Receivables	.....	.....	.....	.....
	1.1 Total investment income receivable	.....	.....	.....	.....
	1.2 Other receivables	.....	.....	.....	.....
2	Investments(B1)	.....	.....	.....	.....
3	Tax Recoverable	.....	.....	.....	.....
4	Property, Plant and Equipment	.....	.....	.....	.....
5	Other Assets	.....	.....	.....	.....
6	Total Assets	.....	.....	.....	.....
Liabilities		.....	.....	.....	.....
7	Total Payables	.....	.....	.....	.....
	7.1 Provisions and Accruals	.....	.....	.....	.....
	7.2 Benefits payable to members	.....	.....	.....	.....
	7.3 Tax payable	.....	.....	.....	.....
	7.4 Deferred Tax	.....	.....	.....	.....
	7.5 Other	.....	.....	.....	.....
8	Net assets available to pay member benefits	.....	.....	.....	.....
Member Benefits					
9	Total Reserves	.....	.....	.....	.....
	9.1 Bonus Smoothing Reserve	.....	.....	.....	.....
	9.2 Benefit Reserve	.....	.....	.....	.....
	9.3 General Reserve	.....	.....	.....	.....
	9.4 Other Reserves	.....	.....	.....	.....
10	Total liability for DC member benefits	.....	.....	.....	.....
	10.1 Member benefits at end of the previous period	.....	.....	.....	.....
	10.2 Increase or Decrease in net assets after tax	.....	.....	.....	.....
	10.3 Unallocated contributions	.....	.....	.....	.....
11	Surplus or Deficit	.....	.....	.....	.....
12	Total Funds Employed	.....	.....	.....	.....

FORM—B3

Statement of Changes in Net Assets Available for Members (Amounts in K'000)

Member flows - In

1 Total contributions .....

1.1 Employer contributions .....

1.2 Employee contributions .....

1.3 Severance due entitlement .....

1.4 Voluntary contributions .....

1.5 Transfers from other pension funds .....

1.5.1 Member contributions .....

1.5.2 Employer Contributions .....

1.6 Personal pension contributions .....

Member flows - Out

2 Withdrawals at Retirement- Lump Sum .....

2.1 Member entitlement of up to 40% § 68 of Pension Act .....

2.2 Savings applied to life annuity or programmed withdrawal .....

2.3 Commutation of pension .....

2.4 Pension payments to members .....

3 Non-retirement withdrawals .....

3.1 Early withdrawals (Sections 65, 69 and 87) .....

3.2 Death benefits (Sections 64 and 70) .....

3.3 Transfers .....

4 Total benefit payments paid out .....

5 Net Member flows (Item 4 - Item 1) .....

Income

6 Investment income .....

6.1 Interest .....

6.2 Dividend .....

6.3 Rental income .....

6.4 Change in unrealised gains/losses(B1) .....

6.5 Other investment income .....

7 Other income .....

7.1 Proceeds on from GLA .....

7 2 Other .....

8 Total operating income .....

8.1 Administration fee charged to Employers .....

8.2 Other operating income .....

9 Total investment and operating income .....

Expenses

10 Total investment Expenses .....

10.1 Investment management fees .....

10.2 Custodial Fees .....

10.3 Property maintenance expenses .....

10.4 Other investment expenses .....

11 Total Pension administration expenses

11.1 Member administration fees .....

11.2 Other administration expenses .....

12 Total expenses .....

13 Profit or Loss before income tax .....

14 Total income tax paid .....

15 Increase or Decrease in net assets after income tax .....

Net assets

16 Net assets available to pay member benefits at the beginning of reporting period .....

17 Net assets available to pay member benefits at the end of the reporting period (this amount must check and give error message if amount in item 15 plus amount in item 16 does not add up to this amount) .....

FORM B4

SPECIFICATION OF UNLISTED EQUITY

Portfolio 1

	Shareholding as % of total stocks/shares	Number of common stocks/ shares	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at at the beginning of period (K'000)	Additions Cost (K'000)	Disposal (K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
Insert Description									
Total (item 5.4 Form B1)									

Portfolio 2

	Shareholding as % of total stocks/shares	Number of common stocks/ shares	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at at the beginning of period (K'000)	Additions Cost (K'000)	Disposal (K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
Insert Description									
Total (item 5.4 Form B1)									

Portfolio 3

	Shareholding as % of total stocks/shares	Number of common stocks/ shares	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at at the beginning of period (K'000)	Additions Cost (K'000)	Disposal (K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
Insert Description									
Total (item 5.4 Form B1)									

FORM B 5

SPECIFICATION OF LISTED EQUITY

Portfolio 1

	Shareholding as % of total stocks/shares	Number of common stocks/ shares	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at at the beginning of period (K'000)	Additions Cost (K'000)	Disposal (K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
Blantyre Hotels Limited									
First Merchant Bank									
Illovo									
MPICO									
National Bank of Malawi									
NBS Bank									
NICO									
NITL									
Press Corporation Ltd									
Real Insurance									
Standard Bank									
Sunbird									

Shareholding	Number of as % of total stocks/shares	Percentage common stocks/ shares	Market Asset Allocation	Market Value at the end of period (K'000)	Additions Value at at the beginning of period (K'000)	Disposal Cost (K'000)	(K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
TNM									
Old Mutual									
Total (Item 5.3 Form PF1)									

Portfolio 2

	Shareholding as % of total stocks/shares	Number of common stocks/ shares	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at at the beginning of period (K'000)	Additions Cost (K'000)	Disposal (K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
First Merchant Bank									
Illovo									
MPICO									
National Bank of Malawi									
NBS Bank									
NICO									
NITL									
Press Corporation Ltd									
Real Insurance									
Standard Bank									
Sunbird									
TNM									
Old Mutual									
Total (Item 5.3 Form PF1)									

Portfolio 3

	Sharcholding as % of total stocks/shares	Number of common stocks/ shares	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at at the beginning of period (K'000)	Additions Cost (K'000)	Disposal (K'000) losses (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ loss (K'000)
Blantyre Hotels Limited									
First Merchant Bank									
Illovo									
MPICO									
National Bank of Malawi									
NBS Bank									
NICO									
NITL									
Press Corporation Ltd									
Real Insurance									
Standard Bank									
Sunbird									
TNM									
Old Mutual									
Total (Item 5.3 Form PF1)									

FORM B6

SPECIFICATION OF GOVERNMENT SHORT TERM DEBT

Portfolio 1

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Total (Item 5.3 Form PF1)				

Portfolio 2

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.6.1 Form PF1)				

Portfolio 3

	Percentage Actual Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.6.1 Form PF1)				

FORM B7

SPECIFICATION OF GOVERNMENT LONG TERM DEBT

Portfolio 1

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.6.2 Form B1)				

Portfolio 2

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.6.2 Form PF1)				

Portfolio 3

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.6.2 Form PF1)				

FORM B8

SPECIFICATION OF PRIVATE DEBT - LISTED

Portfolio 1

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.7.1 Form PF1)				

Portfolio 2

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.7. 1 Form PF1)				

Portfolio 3

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.7.1 Form PF1)				

FORM B9

SPECIFICATION OF PRIVATE DEBT - UNLISTED

Portfolio 1

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Total (Item 5.7.2 Form PF1)				

Portfolio 2

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.7.2 Form PF1)				

Portfolio 3

	Percentage Asset Allocation	Amount at the end of the period (K'000)	Amount at the beginning of the period (K'000)	Repayment (K'000)
Insert Description				
Total (Item 5.7.2 Form PF1)				

FORM B10

SPECIFICATION OF OTHER INVESTMENTS

Portfolio 1

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
Insert Description					
Total (Item 5.10 Form B1)					

Portfolio 2

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
Insert Description					
Total (Item 5.10 Form PF1)					

Portfolio 3

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
Insert Description					

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Unrealised gains/ losses (K'000)	Realised gains/ losses (K'000)
Total (Item 5.10 Form PF1)					

FORM B11

SPECIFICATION OF PROPERTY

Portfolio 1

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Additions cost (K'000)	Disposal (K'000)	Unrealised gains/losses (K'000)	Realised gains/ losses (K'000)
Insert Description							
Total (Item 5.5 Form B1)							

Portfolio 2

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Additions cost (K'000)	Disposal (K'000)	Unrealised gains/losses (K'000)	Realised gains/ losses (K'000)
Insert Description							
Total (Item 5.5 Form PF1)							

Portfolio 3

	Percentage Asset Allocation	Market Value at the end of period (K'000)	Market Value at the beginning of period (K'000)	Additions cost (K'000)	Disposal (K'000)	Unrealised gains/losses (K'000)	Realised gains/ losses (K'000)
Insert Description							
Total (Item 5.5 Form PF1)							

FORM B 12

SPECIFICATION OF OTHER INVESTMENT INCOME (AMOUNTS IN K'000)

Total (Item 6.5 Form PF3)	

OTHER INCOME (AMOUNTS IN K'000)

Total (Item 7.2 Form PF3)	

FORM B13

SPECIFICATION OF OTHER OPERATING INCOME (AMOUNTS IN K'000)

Total (Item 8.2 Form PF3)	

FORM B14

SPECIFICATION OF OTHER INVESTMENT EXPENSES (AMOUNTS IN K'000)

Total (Item 10.4 Form PF3)	

FORM B15

SPECIFICATION OF OTHER ADMINISTRATIVE EXPENSES (AMOUNTS IN K'000)

Total (Item 11.2 Form PF3)	

FORM B16

SPECIFICATION OF FIXED DEPOSITS PER BANK

PORTFOLIO 1

	Percentage Asset Allocation	Asset Allocation at Market Value (K'000)
National Bank of Malawi		
Standard Bank Malawi		
NBS Bank		
First Merchant Bank		
Nedbank		
Indebank		
Malawi Savings Bank		
Opportunity Bank Malawi		
Ecobank		
FDH Bank		
CDH Investment Bank		
New Finance Bank		
LFC		
Total (item 5.2 Form PF1)		

PORTFOLIO 2

	Percentage Actual asset Allocation	Asset Allocation at Market Value (K'000)
National Bank of Malawi		
Standard Bank Malawi		
NBS Bank		
First Merchant Bank		
Nedbank		
Indebank		
Malawi Savings Bank		

	Percentage Actual asset Allocation	Asset Allocation at Market Value (K'000)
Opportunity Bank Malawi Ecobank		
FDH Bank		
CDH Investment Bank		
New Finance Bank		
LFC		
Total (item 5.2 Form PF1)		

PORTFOLIO 3

	Percentage Actual asset Allocation	Asset Allocation at Market Value (K'000)
National Bank of Malawi		
Standard Bank Malawi		
NBS Bank		
First Merchant Bank		
Nedbank		
Indebank		
Malawi Savings Bank		
Opportunity Bank Malawi		
Ecobank		
FDH Bank		
CDH Investment Bank		
New Finance Bank		
LFC		
Total (item 5.2 Form PF1)		

FORM B17

SPECIFICATION OF OTHER RECEIVABLES

	Consolidated	Portfolio 1 (K'000)	Portfolio 2 (K'000)	Portfolio (K'000)
Total (Item 1.3 Form PF2)				

FORM B18

SPECIFICATION OF OTHER ASSETS

	Consolidated	Portfolio 1 (K'000)	Portfolio 2 (K'000)	Portfolio (K'000)
Total (Item 5 Form PF2)				

FORM B19

SPECIFICATION OF OTHER PAYABLES

	Consolidated	Portfolio 1 (K'000)	Portfolio 2 (K'000)	Portfolio (K'000)
Total (Item 7.5 Form PF2)				

FORM B20

SPECIFICATION OF OTHER RESERVES

	Consolidated	Portfolio 1 (K'000)	Portfolio 2 (K'000)	Portfolio (K'000)
Total (Item 9.4 Form PF2)				

FORM B21

MEMBERSHIP PROFILE

Total Members	Occupational members	Personal pension members	Total
Males			
Females			
Number of Schemes			

OUTSTANDING CONTRIBUTIONS FOR MORE THAN ONE MONTH
(AMOUNTS IN K'000)

	Consolidated	Portfolio 1 (K'000)	Portfolio 2 (K'000)	Portfolio (K'000)
NAME OF EMPLOYER Total				

SECOND SCHEDULE

RDF450.1 Profile, Management and Responsible Persons

For the period ending		XX/XX/XXXX			
1a Pension Fund Name		XYZ Corporation Employers Pension Fund			
1b License Number					
1c Tax Payer Identification Number					
2 Fund Type		Restricted Fund under Umbrella			
3 Benefit Type		Defined Contribution			
4 Reporting Period		Quarterly			
5 Additional Information					
5.1	Name of Licensed Pension Administrator	Drop down menu			
5.2	Name of Primary Investment Manager	Drop down menu			
5.3	For Restricted Fund under Umbrella Fund:				
5.3.1	Name of Umbrella Fund	Drop down menu			
5.4	For Stand alone Restricted Fund:				
5.4.1	Name of Employer	Adress of Employer	City	TPIN:	Insert MRA TPIN
5.4.2	Name of Employer	Adress of Employer	City	TPIN:	Insert MRA TPIN
5.4.3	Name of Employer	Adress of Employer	City	TPIN:	Insert MRA TPIN
5.4.4	Name of Employer	Adress of Employer	City	TPIN:	Insert MRA TPIN
5.4.5	Name of Employer	Adress of Employer	City	TPIN:	Insert MRA TPIN

6 Contact Person/s for the purposes of data preparation and queries from RBM

	Title Given names	*Family name*	*Position title*	*Business phone #*	*Business email address*
6.1					
6.2					

7 Governance structure and meetings

7.1	Board/trustee meetings held during the period	0
7.1.1	Board Audit Committee meetings held	0
7.1.2	Board Risk and Compliance Committee meetings held	
7.1.3	Other Board Committee meetings held	
7.2	Has the board set a length for an individual term?	(drop down box)
7.2.1	Length of individual term	
7.3	Is there an Advisory Committee	(drop down box)
7.3.1	Advisroy Committees held?	0

8 Details of directors of corporate trustees, individual trustees and alternates and Advisory Committee

	Title	*Given name*	*Sur-name*	*Former Name*	*DOB D/M/Y*	*Representation*	*Director type*	*Gender*	*Director remuneration*	*Date first appointed D/M/Y*	*Expiration of current term D/M/Y*	*Associate of the PF licensee?*	*Member of the PF?*	*Board meeting attendance (reporting period)*	*Fit and Proper Assessment incl CPD compliance*	*Mobile Phone number (incl country code) + country code + #*	*email address*
8.1						Employer representative	Drop Down	Female				Yes	Yes				
8.2						Independent director	Drop Down	Female				Yes	Yes				
8.3						Member representative	Drop Dow	Female				Yes	Yes				
8.4						Member representative	Drop Down	Female				Yes	Yes				
8.5						Member representative	Drop Down	Female				Yes	Yes				
8.6						Member representative	Drop Down	Female				Yes	Yes				

	Title	Given name	Sur-name	Former Name	DOB D/M/Y	Representation	Director type	Gender	Director remune ration	Date first appointed D/M/Y	Expiration of current term D/M/Y	Associate of the PF licensee?	Member of the PF?	Board meeting attendance (reporting period)	Fit and Proper Assessment incl CPD compliance	Mobile Phone number (incl country code) +country code + #	email address
8.7						Member representative	Drop Down	Female				Yes	Yes				
8.8						Member representative	Drop Down	Female				Yes	Yes				
8.9						Member representative	Drop Down	Female				Yes	Yes				

9 Responsible persons information - Principle officers, executive officers and senior managers

	Title	Given name	Family name	Former Name	DOB D/M/Y	Type of responsible person	Position Title	Responsible person status	Date frst appointed D/M/Y	Contract expiry if any D/M/Y	Responsibilities	Assessed under Fit and Proper Policy	Mobile Phone number (incl country code) +country code + #	email address
9.1						Drop down		Drop down				within the last 12 months +		
9.2						Drop down		Existing RP				within the last 12 months +		
9.3						Drop down		Existing RP				within the last 12 months +		
9.4						Drop down		Existing RP				within the last 12 months +		
9.5						Drop down		Existing RP				within the last 12 months +		
9.6						Drop down		Existing RP				within the last 12 months +		
9.7						Drop down		Existing RP				within the last 12 months +		

10 Responsible persons information - Approved auditor list the name of the firm, the audit partner, audit manger or team leader

	Title	*Given name*	*Former name*	*Family Name*	*DOB D/M/Y*	*Audit firm name and City*	*Is the firm/ individual pre-approved by RBM*	*Responsible person status*	*Date frst appointed D/M/Y*	*Contract expiry if any D/M/Y*	*Does the approved auditor audit the pension fund and associated entities in the group?*	*Assessed under Fit and Proper Policy*	*Mobile Phone number (incl country code +country code + #*	*email address*
10.1							Drop down	Existing RP				within the last 12 months	+	
10.2							Drop down	Existing RP				within the last 12 months	+	
10.3							Drop down	Existing RP				within the last 12 months	+	
10.4							Drop down	Existing RP				within the last 12 months	+	
10.5							Drop down	Existing RP				within the last 12 months	+	

11 Responsible persons information - Approved Actuary

	Title	*Given name*	*Former name*	*Family Name*	*DOB D/M/Y*	*Is the actuary inhouse appoint ment? Extern firm of Actuaries? Sole practioner?*	*approved by RBM*	*Responsible person status*	*Date frst appointed D/M/Y*	*Contrac expiry if any D/M/Y*	*Does the approved auditor audit the pension fund and associated entities in the group?*	*Assessed under Fit and Proper Policy*	*Mobile Phone number (inc country code +country code + #*	*email address*
11.1						Drop down	Drop down	Existing RP				within the last 12 months	+	
11.2						Drop down	Drop down	Existing RP				within the last 12 months	+	

12 Responsible persons information - Licensed Custodian

Insert drop down menu of licensed custodians in Malawi

13 Address details.....

.....

13.1. Registered address of the Pension Fund

Address Line 1 :.....

Address Line 2 :.....

13.2. Postal address of the Pension Fund - if different from 13.1

ddress Line 1 :.....

:.....

Address Line 2 :.....

:.....

14 Billing Contact Information

14.1

Title	*Given names*	*Family name*	*Position title*	*Business phone number*	*Business email address*	*Preference to receive invoice*
						Drop down

14.2 Address for billing if different from 13.2

ddress Line 1 :.....

:.....

Address Line 2 :.....

:.....

THIRD SCHEDULE

MEMBER ACTIVITY

Ser	*Unique Pension ID #*	*Pension Fund Account #*	*Last Name*	*First Name*	*Middle Names*	*Maiden Name*	*Gender M/F*	*DOB (ddmmyy)*	*Place of Birth*	*Joining date ddmmyy*	*Departure*	*Active y/n*	*Account Balance*	*Employer component*	*Employer component*
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

Dated this 29th day of June 2018

D. KABAMBE, PhD

Registrar of Financial Institutions

(FILE NO. FIN/PFSPD/03/04)