



Circular 1 of 2023

09 October 2023

To: All Clothing Industry Pension Fund Members

Ref: Submission of Member payroll schedules monthly and with all contributing members.

The Fund has noticed with great concern the delay by companies in submitting payroll schedules consisting of member contributions. The delay in submission has a massive effect in the following processes

- Delays billing process which causes late issuing of debtors statements to companies. Timely submission of payroll schedules assist the Fund in generating accurate Debtors Statements.
- Delays in providing data to the insurance company for members' life cover. Take note that if a company does not provide the Fund with the information or does not include a member in payroll schedules that they submit the member will not be covered in terms of their death benefits.
- Non submission or delays in submission creates lots of credit and debit adjustments which results in a repetitive effect on procedures in the billing processes and more delays.

The member companies are being made aware of Pensions and Provident Funds Act [CHAPTER 24:32] Section IV it states that every inspector appointed in terms of this Act (Pension Officers) shall have powers to demand information from the participating employer in relation to pension contributions, including— (a) banking details of the employer; (b) where the employer alleges that the contributions were remitted, proof of payment of such contributions; (c) where contributions were not paid, reasons for non-payment of contributions; (d) names of employees who or ought





to have benefited from the contributions; (e) any other information the inspector may consider necessary and relevant.

Companies must take note that it is mandatory to submit and include in their monthly payrolls all members under the CIPF scheme which may include both general and management staff.

Thank you

L. MLILO

PRINCIPAL OFFICER



