

Circular 1 of 2024

18 January 2024

To: All Clothing Industry Pension Fund Members

Ref: Submission of monthly Member Payroll Schedules

The Fund still notices with great concern the delay and non submission by companies in submitting payroll schedules consisting of member contributions. The delay in submission has an adverse effect on the following processes:

- Late submission of payroll schedules delays the billing processes which causes late issuing of debtors statements to companies. Timely submission of payroll schedules assist the Fund in generating accurate Debtors Statements.
- Late submission of payroll schedules creates 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 their monthly payroll schedules the excluded member will not be covered in terms of their death benefits,
- Non submission or delays in submission of payroll schedules creates lots of credit and debit adjustments which results in repetitive effect on procedures in the billing processes and hence more delays.

The member companies are advised to be aware of the provisions of the Pensions and Provident Funds Act [CHAPTER 24:32] Section IV it states that every inspector (Pension Officers) appointed in terms of this Act 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

