

What is expected for resolution from Transitional Contributions Fund (TCF)

The below guidance relates to those with details on the published TCF list

Employee with RSA PIN

For employees who already have Retirement Savings Account (RSA) PIN with any Pension Fund Administrator (PFA), please follow the following steps:

- i. Provide a copy of your welcome letter (obtained from the PFA)
- ii. Provide a copy of your employment letter
- iii. Confirm completion of data recapture with your PFA (applicable to those that registered before July 2019)

Note: Where employees have RSAs with the PFA where the TCF is domiciled (TCF PFA), such persons only need to provide their valid RSA PIN for review/ confirmation.

Employee without RSA PIN

For employees who are yet to register with any Pension Fund Administrator (PFA), please follow the following steps:

- i. Approach the PFA of your choice to open a Retirement Savings Account
- ii. Upon registration, provide a copy of welcome letter obtained from your PFA to the TCF PFA and also provide the welcome letter to your employer to guide subsequent remittances
- iii. Provide a copy of your employment letter to the TCF PFA

Employers

For employers in TCF who have employees that already have Retirement Savings Account (RSA) PIN with any Pension Fund Administrator (PFA):

- i. Engage relevant employees to provide the welcome letter obtained from their PFAs as well as confirmation that they have done data recapture (applicable to those that registered before July 2019)
- ii. Provide an instruction to the TCF PFA (attaching the welcome letter) confirming the correct RSA PIN, relevant PFA of the employees and data recapture completion as applicable

For employers whose employees are yet to register with any Pension Fund Administrator (PFA):

- i. Provide an instruction for the opening of nominal accounts (Temporary PINs – TPINs*) to enable the PFA process affected contributions using the TPINs
- ii. Engage relevant employees to approach any PFA of their choice to register for the opening of an RSA and revert with a copy of the welcome letter obtained from their PFAs.
- iii. Provide an instruction to the TCF PFA (attaching the welcome letter) confirming the correct RSA PIN and relevant PFA of the employees

***Note:** The instruction should provide the following details of the employee (at a minimum): Title and full names, Gender, Date of birth, State of Origin, Nationality, Marital Status, Residential address, Telephone number and email address. The employer has 6 months window to regularize a nominal account by ensuring the employee registers with a PFA and the RSA details of such employee is provided to the PFA with the TPIN.