



NOTES TO REMITTANCE ADVICE

Membership movements and payments due to the Fund are reflected on a Remittance Advice, completed monthly by the Company and submitted to the Fund no later than 7 days following the month end to conform with the requirements of the Pension Funds Act.

The part immediately below the heading “Remittance Advice” must be fully completed, failing which the Administrators will return the form for appropriate completion.

PART A	NEW MEMBERS Check that the employee is eligible to become a Member of the Fund in terms of the Rules (new employees must join when eligible to do so) and complete this Part A with all the relevant information
PART B	REINSTATED MEMBERS Show in this Part B details of all reinstated Members, for example returned from military service, returned from unpaid maternity leave, returned from unpaid annual leave, etc.
PART C	TRANSFERS IN Show in this Part C details of all Members transferred to your section / cost centre from other sections / cost centres within the Fund (do not show transfers in Part A as this will result in duplication of Members on the Fund’s records).
PART D	EXITED MEMBERS Complete this Part D in respect of all exiting Members. The Administrators will process the exit and effect payment of the benefit (after settlement of any tax due) in terms of the withdrawal, death or retirement notification forms, such forms to be submitted either prior to or together with the remittance of contributions to the Fund.
PART E	SUSPENDED MEMBERS Show in this Part E details of all suspended Members, for example military service, unpaid maternity leave, unpaid annual leave, etc.
PART F	TRANSFERS OUT Show in this Part F details of all Members transferred from your section / cost centre into other sections / cost centres within the Fund (do not show transfers out in Part D as this will result in the member being withdrawn from the Fund).
PART G	SALARY / WAGE CHANGES Show in this Part G details of all Members whose salary / wage changed in the month in question. A computer listing may be attached if applicable.



PART H	NAME AND / OR COMPANY NUMBER CHANGES	
	Show in this Part H details of all Members whose surnames and / or Company numbers have changed.	
PART I	SUNDRY ADJUSTMENTS	
	Show in this Part I details of over and / or under payments to correct earlier payments, and transfer the totals to Part J.	
PART J	CONTRIBUTIONS CALCULATION	
	J1	Insert here the sum of the normal contributions deducted from Members' salaries / wages during the month in question (a contribution must be deducted from a Member's final salary / wage) and attach the Member contribution deduction listing.
	J2	Insert here the sum of Member sundry adjustments as listed in Part I.
	J3	Insert here the Company's contributions for the month in question, split between non-contributory and contributory Members.
	J4	Insert here the sum of Company sundry adjustments as listed in Part I.
	J5	Insert here the sum of other contributions due for the month in question. Please specify the type of contributions.
	J6	Insert here the sum of the voluntary Member contributions as listed in J9.
	J7	Insert here the amount due allowing for the transactions in J1, 2, 3, 4, 5 and 6 and issue a cheque or make a direct deposit, made payable to the Fund.
	J8	Insert here the number of pay weeks (8.1) in the month in the case of weekly deductions and note any deviations (8.2) from this in the space provided.
J9	Insert here details of the voluntary contributions collected from Members.	

Since the Administrators' computer system does not permit any update of Member records for the month in question until the records are balanced against your input it is preferable, to achieve efficient operation of the Fund, to submit each month with the Remittance Advice a copy of your computerised / manual payroll records reflecting individual member contributions.

If it is anticipated that payment will not reach the Fund by the 7th day of the month following the deduction month, you may deposit the cheque directly or effect payment electronically into the Fund's banking account provided a copy of the deposit slip or confirmation of the electronic payment is immediately faxed to the Administrators. The Remittance Advice must then be submitted to the Administrators forthwith. Details of the Fund's banking arrangements will be provided on request.

