

NATIONAL PENSION COMMISSION

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CIRCULAR

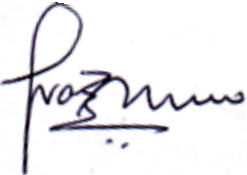
REF: RR/CIR/P&R/08/06
DATE: 23 June 2008
TO: Licensed Pension Fund Administrators
SUBJECT: MINIMUM INFORMATION TO BE POSTED ON A PFA'S WEBSITE

- 1.0 In keeping with the spirit of transparency and to ensure that all stakeholders, particularly RSA holders, have access to vital basic information, this circular is issued to notify all PFAs of the minimum information to be posted on their websites.

- 2.0 Every PFA is required to post the under-listed minimum information on its official website.
 - i. Current List of Members of Board and Top Management
 - ii. Administrative Fees Charged
 - iii. PenCom Approved Rate of Return, in line with the Guidelines for the Publication of Rates of Return on RSA Funds by PFAs, RR/P&R/07/10
 - iv. Daily Unit Prices (for the last 7 days)
 - v. List of Requirements for Accessing Retirement Benefits under the various scenarios
 - vi. Branches, addresses and telephone numbers of the PFA
 - vii. Name of PFC appointed for the RSA Fund
 - viii. Structure of investment portfolio for the last 7 days

- 3.0 Every PFA shall post the under-listed documents/forms on its official website.
- i. Latest approved audited accounts of the RSA Fund
 - ii. Relevant guidelines issued by the Commission in the following areas:
 - Assessing retirement benefits
 - Whistle blowing
 - Transfer of RSAs
 - iii. Copies of the following forms:
 - RSA Opening Form
 - Death Notification Form

This circular shall take immediate effect.



A handwritten signature in black ink, appearing to read 'G. E. USORO', is written over a faint, circular official stamp. The signature is fluid and cursive, with a horizontal line underlining the name.

G. E. USORO (MRS.)
Head, Policy & Regulation Department