



# NATIONAL PENSION COMMISSION

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## CIRCULAR

**REF: PenCom/INSP/Surv/2026/87**

**DATE: 23 January, 2026**

**TO: All Licensed Pension Fund Administrators**

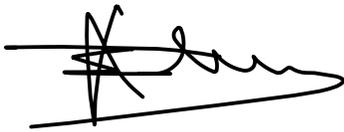
**SUBJECT: CATEGORIZATION OF CONTRIBUTIONS UNDER THE PERSONAL PENSION PLAN**

- 1.0 The National Pension Commission (“the Commission”) refers to the Guidelines on the Personal Pension Plan (PPP), particularly Sections 2.1 and 2.3, which provide that existing Voluntary Contributions under the Contributory Pension Scheme shall form part of the PPP, and that contributors may make additional pension contributions either directly or through their employers.
- 2.0 Pursuant to the above provisions and in exercise of its regulatory powers, the Commission hereby directs all Pension Fund Administrators (PFAs) to distinctly categorise contributions under the PPP as follows:
  - 2.1 Self-Contributions – contributions made directly by contributors in their personal capacity; and
  - 2.2 Employer-Remitted Contributions – contributions remitted by an employer on behalf of an employee, pursuant to written authorisation issued by the employee.
- 3.0 PFAs shall ensure that the above categorisation is clearly reflected in:

- 3.1 All periodic returns, reports, and data submissions rendered to the Commission; and
- 3.2 Statements of Retirement Savings Accounts (RSAs) and any other contribution statements issued to contributors.
- 4.0 PFAs shall maintain accurate, verifiable, and auditable records sufficient to identify the source, nature, and mode of remittance of all contributions under the PPP.
- 5.0 PFAs shall update their internal systems, operational processes, and reporting templates as may be required to give full effect to this directive.
- 6.0 This directive is issued to enhance transparency, data integrity, regulatory oversight, and clarity in the treatment of contributions under the PPP.
- 7.0 Non-compliance with the provisions of this directive shall attract appropriate regulatory sanctions in accordance with the Commission's Regime of Sanctions.
- 8.0 This Circular takes immediate effect.

All enquiries regarding this Circular should be directed to the to the Head, Micro Pensions Department.

Thank you.

A handwritten signature in black ink, appearing to read 'A. M. Saleem', written over a horizontal line.

**A. M. Saleem**  
**Director, Surveillance Department.**