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## CIRCULAR 001 OF 2023

**TO: ALL TOURISM INDUSTRY PENSION FUND STAKEHOLDERS**  
**FROM: TOURISM INDUSTRY PENSION FUND**  
**DATE: 23 FEBRUARY 2023**  
**SUBJECT: PENSION CLAIMS PROCESSING REQUIREMENTS**

Our core mandate is to render effective service to our contributing members and their beneficiaries when they leave employment or when they pass on, that is prompt payment of their pension benefits.

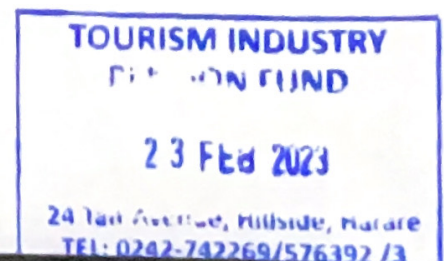
To help us achieve this may you please ensure that your monthly contributions and data schedules are up to date and provide us with the requirements listed below when you submit your claim forms for processing.

### For Withdrawals & Retrenchments

- Notification of withdrawal form
- Copy of ID
- Last payslip with year to date values for members' tax calculation
- Member contact details (email, phone number and physical address)
- Clear banking details (*in the case that members were contributing in both USD and rtgs we require both Nostro and RTGS banking details*)

### For Retirement

- Notification of retirement form
- Copy of ID
- Member contact details (email, phone number and physical address)
- Clear banking details (*in the case that members were contributing in both USD and rtgs we require both Nostro and RTGS banking details*)



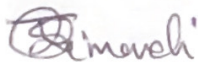
**For Deaths**

- Notification of death form
- Original Death certificate
- Surviving spouse / dependants contact details (email, phone number)
- Copy of marriage certificate or three (3) affidavits from the surviving spouse, surviving spouse's family and the deceased members' family
- Clear banking details of the surviving spouse(s) and /or dependants (*in the case that members were contributing in both USD and rtgs we require both Nostro and RTGS banking details*)

Attached are the claim forms.

Please do not hesitate to contact us for any enquiries.

Yours faithfully,



T. Zimondi  
**PRINCIPAL OFFICER**

**TOURISM INDUSTRY  
PENSION FUND**

**23 FEB 2023**

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