

Bokamoso



DPF
DEBSWANA · PENSION · FUND

DPF Holds Stakeholder Workshop In Orapa

Stakeholders educated about different services of the DPF

INSIDE:

- **Editors Note**
page 2
- **DPF Welcomes New Employees**
page 3
- **O a Tshela?**
page 4
- **Pictures & Events**
page 8
- **BBMPA News**
page 10
- **Pensions News**
page 11
- **DTCB Members Workshops**
page 13
- **Secrets To Effective Budgeting**
page 15

Vol.01 | Apr/May.2016



Debswana Pension Fund (DPF) Deputy Board Chairman Mr. Reobonye China Abel at Orapa Stakeholder Workshop

Article & Photos by: Kopano Sebenyane

The Debswana Pension Fund (DPF) recently held a Stakeholder Service Workshop with various organizations at Debswana Orapa Mine Auditorium. Amongst those in attendance were members of the Botswana Police, Banks, Customary Courts as well as HR Partners from the Debswana Diamond Company. The aim of the Workshop was to educate stakeholders about the various services of the DPF and how they affect their different organizations as business partners of the DPF.

In his Opening Remarks, the Deputy Board Chairman of the DPF, Mr. Reobonye China Abel informed stakeholders that the Fund has over 11,500 members inclusive of Pensioners, Active and Deferred members. He said the Fund currently manages more than P6 billion worth of member's assets.

"It is important for active Members that while they are still actively employed, they increase their monthly Pension contribution through the Additional Voluntary Contribution (AVC) because the employer contribution will not always be enough. The amount of money a member contributes to AVC depends on the member's preferred pension income as well as the type of lifestyle they want to live when they reach their retirement age," said Abel.

He continued that the DPF like other Pension Funds is regulated by the Ministry of Finance through the Non-Bank Financial Regulatory Authority (NBFIRA) in terms of the Retirement Funds Act.

"After NBFIRA, the Board of Trustees run the Fund through a set Fund Rules and Policies. After the Board of Trustees is the DPF management and staff," he added.

continues on page 7...

Our Values:

- Customer Focused
- Trust & Integrity
- Innovation
- Agility
- Self-Driven & Motivated

Editorial



Welcome...

On behalf of the entire Bokamoso News Team, allow us to welcome you into this first Edition of Bokamoso for this year as we wrap the first quarter of 2016.

We hope that the year started well for you. Our main story highlights the first of our stakeholder engagement efforts for 2016. The Stakeholder Workshop, which was held at Orapa Mine was a great success.

Also covered is an article on the newly elected Pensioner Trustees following their elections which were held during the Annual Pensioner's Conference on the 23rd of October 2015. In these elections, Mr Garekwe Mojaphoko was elected the Principal Pensioner Trustee and Mr Potoko Bogopa was elected the Alternate Pensioner Trustee. This means that they will represent all pensioners on the DPF Board of trustees.

You will also learn about different Withdrawal Benefits Options available within the DPF which was the main topic of our recent educational workshops which were held for DTCB active members recently.

We bring you a story on the Certificate of Existence (COE), also known as *Oa Tshela* which must be sent by all pensioners every year. The COE must be sent between the months of May and July every year and it can be brought to any of the DPF offices at Orapa, Jwaneng or Headquarters Gaborone.

On the other hand, 2015 was a year of transition for the DPF that saw a number of employees part amicably with the Fund. A new organisational structure resulted in new recruitments, most of which have been finalised. You will read about these new employees on this issue.

Perhaps what will serve as an inspiration to other branches of the Badiri Ba Meepo Pensioners Association (BBMPA) around the country is when you read about the planned office construction of the BBMPA, Kanye Branch. Already, plans are underway to find sponsors to assist with the construction of their office building.

Enjoy the read.

Kopano Sebenyane
Editor: Bokamoso Newsletter
@ ksebenyane@debswana.bw
3614264

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated

ANNOUNCEMENTS:

Jwaneng Alternate Trustee:



The DPF would like to formally announce the appointment of **Mr Victor Mogorosi Mbanga** who is the new Alternate Member Trustee representing the Jwaneng Constituency. Mr Mbanga has won a Bye Election that was held on the 27th October 2015 in Jwaneng. He has been successfully vetted by the regulator. This Bye Election followed the resignation of Mr Thabo Dave Motshabi who resigned from the Debswana Pension Fund Board in August 2015 due to a job transfer to Orapa Mine.

New Pensioner Trustees:

The DPF Board now has new Pensioner Trustees. Read more about them on page 05.



Mr. Gaarekwe Mojaphoko

Is the new Principal Pensioner Trustee



Mr. Poloko Bogopa

Is the new Alternate Pensioner Trustee

Staff Promotions:



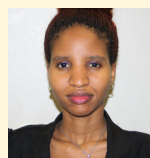
Mogomotsi Dipowe: Mr Dipowe, who was formerly the Process Initiation Officer has been appointed the Member Relations Officer for the Gaborone constituency. Based in the DPF Gaborone office, he will be responsible for providing members with first line services and member education.

DPF Bids Farewell To Interns:

The DPF Management & Staff bid farewell to Victor Mokganya and Jennifer Sanka who left the Fund at the end of March to assume new and substantive positions within the retirement Funds industry. As the DPF we are proud to have provided them both with the valuable training ground that prepared them for their current and future successes in the industry:



Victor Mokganya: Victor left the Fund end of March to take up a full time job with the Botswana Public Officers Pension Fund (BPOPF). At the time of his departure, Mokganya had just started on the new position of Office Assistant which he had been substantively appointed to, stationed at Gaborone. He previously served as an Intern within DPF Operations stationed at Jwaneng Office.



Jennifer Sanka: Jennifer also left the Fund end of March at the end of her Internship Period having been successfully appointed by the BPOPF as well. She served as an Intern in DPF Operations department in the Gaborone office. We congratulate them and wish them the best in their future endeavors.

DPF Welcomes New Employees!

Article & Photos by: Kopano Sebenyane

The Debswana Pension Fund (DPF) welcomed six new employees at the end of last year. This followed a Restructuring Process of 2015 which was aimed at redefining both the existing job functions such that people may be aligned with new Processes and Technology. As a result of the Restructuring Process, some staff members had to separate from the DPF. New employees have since been recruited into the new structure. The employees who recently joined the DPF are as follows:

Kopano O. Sebenyane: (Communication Coordinator)



Sebenyane joined the DPF on the 1st December 2015 DPF as the Communication Coordinator. He is armed with a Bachelor's Degree in Journalism (PR & Mass Communications major) from the Tshwane University of Technology, South Africa. He also holds a National Diploma in Journalism (Marketing stream) from the same university. Sebenyane is a former Civil Servant and joined the DPF from the Ministry of Agriculture where he worked as a Senior Information & Public Relations Officer. Prior to that, he was an Information Officer in the Department of Information Services (IS). In his spare time, he loves jogging, going to gym for aerobics, spinning, yoga and doing weights. He is an avid reader and soccer fan. He is a father of a four year old baby girl and comes from Serowe, in the Central District.

Kelebogile Mosimanewapula: (Personal Assistant)



Mosimanewapula joined the DPF at the end of February as a Personal Assistant to the Chief Executive Officer (CEO). She joined the Fund from the Botswana Fiber Networks where she worked as Personal Assistant for two years. A mother of two boys, Mosimanewapula

has a wide experience, having worked for the Federation of International Football Associations (FIFA) in charge of administration, events and projects. She holds a Diploma in Human Resource Management from the Institute of Development Studies (IDM). She is a devout Christian who enjoys Sunday church services. She comes from Mogoditshane.

Pearl Makhao: (Benefits & Contributions Officer)



Makhao joined the DPF in February 2016 as the Benefits & Contributions Officer. A Bachelor of Commerce (Accounting) graduate from the Nelson Mandela Metropolitan University (NMMU), she joins the Fund from the Associated Fund Administrators (AFA) where she spent Four years as an Accounts Officer. Before joining the AFA, Makhao was an Intern at the Botswana Stock Exchange (BSE) within Operations where she spent two years. A married mother of two, Makhao enjoys hanging out with friends, travelling and cooking but always balances her time between work and family commitments. Makhao was born and bred in Molepolole.

Maipelo Thamage: (Member Relations Officer Jwaneng)



Thamage joined the DPF in December 2015 as a Member Relations Officer based at Jwaneng. Maipelo joined the Fund from the Botswana Public Officers Pension Fund (BPOPF) and will be the main DPF contact person in Jwaneng especially for Jwaneng and surrounding areas. Thamage is armed with Bachelor of Social Science from University of Botswana. In addition she has the Certificate of Proficiency (COP) in Retirement Funds. Thamage is an outgoing person who loves reading. She is a mother of a two year old girl and was born in Morwa, Kgatleng.

Karabo Matala: (Member Relations & Investigations Coordinator)



Matala joined the DPF in October 2015 as the Member Relations & Investigations Coordinator, a new position created during the restructuring process. Matala is a graduate of the University of Botswana, having graduated with a Bachelor of Arts Degree majoring in Environment Sciences And English in 2003. In addition he holds a Certificate in Enterprise Risk Management obtained through Botswana Accountancy College (BAC) He also has the Certificate of Proficiency in Retirement funds and Life Insurance. He is a father of two girls and hails from Thamaga.

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated

Bagodi Ba Tshwanetse Go Romela Fomo Ya O A Tshela Ka Nako

Polelo ka: Kopano Sebenyane



Mme Maipelo Motshwane, Mookamedi wa Ditirelo tsa DPF

Goya ka melawana ee laolang Letlole la Phenshene La Debswana, go botlhokwa gore Maloko otlhe a a amogelang Phenshene ba itsise Letlole gore baa tshela ka go romela difomo tsa O a Tshela ngwaga le ngwaga. Difomo tse, di tshwanetse go romelwa magareng ga kgwedi ya Motsheganong le Phukwi. Go diragatsa se, gotlaa tlhomamisa gore Maloko ba tswela kago bona dituelo tsa bone tsa Phenshene. Gosa diragatsa se, dituelo tsa Maloko tsa Phenshene ditlaa emisiwa nakwana go fitlhela ba rurifatsa gore bamo botshelong kago romela O a Tshela.

Mogolwane wa Lephata la Ditirelo tsa Letlole la Phenshene la Debswana mono Gaborone Mme Maipelo Motshwane o tlhalositse fa fomo ya O a Tshela ele botlhokwa fela that ka ele yone e tlhomamisang gore leloko le santse le leteng mo botshelong. O tlhalositse gore fomo e, e tshwanetse go romelwa ke Maloko otlhe baba amogelang Phenshene ngwaga le ngwaga fa kgwedi ya Motsheganong e simolola mme ba solofela gore e boele kwa letloleng mafelelong a kwedi ya Phukwi.

“O a Tshela e tshwanetse gore e tladiwe ka botlalo ebo e bewa setempe mme ebo e ikanisiwa. Fomo e, eka ikanisiwa kwa mapodising, kgotsa kgotla, kgotsa molaodi mme gape e kgona go tlalediwa kwa ofising ya Letlole. Bothata jo reetleng rebo itemogele ke gore bangwe ba masika a maloko a rona gaba bege dintsho tsa maloko ka nako mme re tloge re lemoge morago gore bangwe baba sa romeleng O a Tshela gaba sa tlhola bale teng mo botshelong.”

Mma Motshwane o tswelsetse are gona le mefuta ele meraro e maloko a Letlole baka romelang difomo tsa O a Tshela ka teng;

“Santlha ke gore baka dirisa poso, baka fekesa kana baka dirisa boranyane jwa e-mail kana tsa tsisiwa kwa di ofising tsa Letlole kwa Orapa, Letlhakane kana ofisikgolo mo Gaborone.”

One gape a supa fa gole botlhokwa gore maloko ba itsise Letlole fa gona le diphetogo mo di ateseng tsa bone tsa poso. “Oa Tshela gape e dirisediwa go itsa botlhaswa jobo ka dirwang ka madi a gago fa goka diragala gore obo o tlhokafetse letlole le sa itse. Maikaelelo ke gore fao tlhokafala, madi a gago a five bajaboswa bao ba kwadileng, e seng mongwe le mongwe fela yoo ka tswang a kgona go goga madi mo bankeng ya gago.”

Bangwe bagodi baba amogelang Phenshene ba etle ba botse gore a goa kgonagala gore ba okelediwe madi a bone a Phenshene. Go botlhokwa go supa gore letlole le leka ka nako tsothe go beeletsa madi ka ditsela tse di ka oketsang morokotso, mme ka jalo dipelo gadi nne kwa godimo nako le nako ka gore tsamao ya mebaraka ya dipeeletso ga e laolesege, e bile gona le kgonagalo ya gore go seka ganna le dipelo kgotsa le ditathegelo. Fa dipelo ele tse di nametsang, maloko aka fiwa dikoketso tsa Phenshene gangwe le gape.

Go mo maruding a masika a leloko go itsise letlole ka bonako jo bo kgonagalang fa mongwe wa maloko a tlhokafetse. Ke gone ka moo gole botlhokwa gore o itsise ba lelwapa la gago ka tsamao ya phenshene ya gago o santse ole mo botshelong gore ba seka ba sala ba diega go bona thuso fao tlhokafetse. Fa letlole le sena go itsisiwa ka loso la leloko, gotlaa lebisisiwa gore one o tlhophile motlhale ofe wa Phenshene, le gore a keo o tlogeletseng bajaboswa ba gagwe sengwe.

Rre Bofedi Mokalame yoo dingwaga di 64 ke leloko yo o amogelang phenshene ka Letlole la Phenshene la Debswana, mme o supile faa tlhaloganyana tiriso ya fomo ya O a Tshela.

“Ke itse mosola wa fomo e ka gore ke yone e rurifatsang gore a leloko le santse lele mo botshelong. Mme e bile gape fomo e, ke yone etlaa tlhomamisang gore ketlaa tswela ke amogela madi ame a phenshene. Mme fa leloko lesa romela fomo e, madi a gagwe a phenshene atlaa emisiwa ka jalo go botlhokwa thata gore Fomo e, e tsisiwa ka nako ee boletsweng kwa letloleng.

“Fa fomo ya O a Tshela e seyo, letlole ga lena go itse gore a motho omo botshelong kana jang. Ke sala kenna mo phensheneng ya Debswana ka ngwaga wa 2005 mme e bile kemo mokgathong wa Phenshene wa Badiri Ba Meepo kwa Serowe. Keka rotloetsa Maloko otlhe gore banne ba tlhola letlole la poso kgapetsa kgapetsa go simolola ka kgwedi ya Motsheganong gore madi a bone a phenshene a seka a emisiwa.”

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated

Pensioner Trustees Join Debswana Pension Fund Board



DPF
DEBSWANA · PENSION · FUND



Trustee candidates campaigning for votes (from left to right) Isaac Mangole, Mr Garekwe Mojaphoko, Mr Khumo Morupisi, Jasper Sematho, and Potoko Bogopa

Article by: *Wangu Mmerek*

The rules of the Fund approved on 27th November 2014 state that the pensioners have the right to elect a Pensioner Trustee. As a result the Debswana Pension Fund (DPF), after consultation with Pensioners directly and also through their association, Badiri Ba Meepe Pensioners Association (BBMPA) held elections for the positions of Principal Pensioner Trustee and the Alternate Trustee at the 2nd Annual Pensioners Conference which was hosted by the Fund on the 23rd October 2015.

Both the Principal and his Alternate will represent the DPF Pensioners for a 5 year term. In terms of the rules, Trustees may serve a minimum of one (5 year) term and a maximum of two (10 year) terms if re-elected. From close to 200 pensioners that attended the 2015 annual Pensioners conference, 161 of them voted during the Trustee elections held.

In these elections, Mr Garekwe Mojaphoko emerged the overall winner with 81 votes and the runner up was Mr Potoko Bogopa who managed only 37 votes. Mr Mojaphoko won with a margin of 44 votes. Other contenders who stood but lost were Isaac Mangole, Kabelo Gasennelwe, Khumo Morupisi, Jasper Sematho as well as Thabo Shagwa who participated in elections in absentia.



Pensioners voting for their pensioner Principal and Alternate Trustee



Mr. Garekwe Mojaphoko

Winner: Principal Trustee

Following his victory, Mr Mojaphoko was declared the Principal Trustee elect pending regulatory vetting. Mr Mojaphoko retired from formal employment in 2007 where he worked as the Group Process Engineer at Debswana Technical Centre, Head Office.

He had been appointed to Directorship positions in several companies including Botash South Africa (PTY) LTD where he worked as Director and Deputy Director respectively. Mr Mojaphoko received his Bachelor of Applied Science Degree in Metallurgical Engineering at the University of British Columbia in 1985.

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated



Mr. Potoko Bogopa
Alternate Trustee

According to the rules of Fund, the candidate with the second highest votes in the elections is appointed the Alternate Trustee. This means that Mr Bogopa automatically assumes the role of Alternate Trustee to Mr Mojaphoko on the DPF Board. Mr Bogopa joined Debswana Diamond Company on March 1977 as a Trainee Electrician.

He rose through the ranks within Debswana and in 2003, he moved to Orapa mine as a Control and Instrumentation Senior Technician in the No. 2 Plant. He opted for an early retirement in 2009 on Voluntary Separation terms. He received his B-Tech Degree in Engineering in 1989 from the Derby College of Further Education in the United Kingdom. He joined Badiri Ba Meepo Pensioners Association, Serowe branch in 2011 and was elected branch Chairperson in 2013.

Mr Mojaphoko and Mr Bogopa are now confirmed member elected Trustees having been both successfully cleared by the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) for their trustee duties on the 26th January 2016.

The DPF Board, Management & Staff wish to congratulate Mr Mojaphoko and Mr. Bogopa for their victory and thus welcomes them to the DPF Board as the inaugural pensioner trustees. The DPF also appreciates all Pensioners who attended the conference and participated in elections.

Below is a summary of Trustee Election Results:

NAME OF CANDIDATE	NUMBER OF VOTES
Garekwe Mojaphoko (Principal Trustee Elect)	81
Bogopa Potoko (Alternate Trustee Elect)	37
Khumo Morupisi	16
Kabelo Gasennelwe	11
Jasper Sematho	9
Isaac Mangole	6
Thabo Shagwa	1

Contact Details:

Gaborone Office

Private Bag 00512, Gaborone Botswana
Plot 50361, Block D, Carlton House
Fairgrounds, Gaborone Botswana
Tel: +267 361 4267, Fax: +267 3936239

Jwaneng Office

Township Housing Office Block,
Office No.9
Tel: +267 588 4849

Orapa Office

Administration Block,
Office No.11
Tel: +267 290 2323



www.dpf.co.bw

Our Values:

- Customer Focused
- Trust & Integrity
- Innovation
- Agility
- Self-Driven & Motivated

continues from page 1

For his part, the Member Relations & Investigations Coordinator at DPF, Mr. Karabo Matala informed stakeholders that some of the core services of the DPF includes the collection of contributions from members through their employers.

"This is one of the most important functions of the Fund, to obtain member contributions and then invest for them. The Fund is also tasked with accounting for member records as well as payments of benefits to members when they reach retirement age," said Matala.

Mr Matala further informed stakeholders that the Board of Trustees is ultimately accountable for the administrative and investment performance of the Fund also that it assumes responsibility for member communications and compliance, as well as the approval of the Fund's annual financial statements.

He added that when claims are lodged, they are investigated and the findings and reports referred to the Benefits & Communication Committee (BCC) for further review and recommendation to the main Board.

"The BCC recommends to the Board of Trustees the approval of all death benefit claims. If the family experiences financial problems following the death of a member, a funeral advance request can be claimed from the Fund against the pending death benefit. The family therefore, can request a death claim of 20% of the benefit but not exceeding BWP20,000.00 to meet their burial expenses. This claim can only be made before the funeral of the deceased member and can be processed within a period of 24 hours," said Matala.

The Member Relations Officer at DPF Orapa Branch, Mr Baliki Bakgobokanye outlined that there are different membership categories to members of the DPF and that includes active members, deferred members and pensioners.

"It is important that in the event of death, the participating employer of the deceased member informs the fund through a death notification form. But the family of the deferred or pensioner member must come directly to the Fund for death notifications. For active members, a notification form should be routed through their Human Resource department. All death forms must be accompanied by a Death Certificate," said Bakgobokanye.

He said when all forms are received, the DPF will contact the member's family for preliminary investigations about the deceased member and their beneficiaries.

"When the forms are completed family members take the questionnaire to the Commissioner of Oaths, and that can either be a District Commissioner, a Chief or Family Attorney. The signed questionnaire and sworn affidavit are then returned to the Fund accompanied by all supporting documents that includes identity cards, birth certificates, a funeral program for the deceased, marriage certificate, proof of financial dependency such as child maintenance and any other important documentation," added Bakgobokanye.

Death Benefits Can Be Paid In Any Of The Following Methods:

1. Directly to a dependent or beneficiary if above 21 years.
2. A person recognized by law or court appointed as responsible for managing affairs of dependents.
3. A Trust (if nominated by member and approved by Trustees before their death).
4. A beneficiary Fund licensed under the Retirement Funds Act, for example; Master of The High Court.

NOTE: *If the Fund Trustee does not become aware of any dependents of member within a period of one year after death of member and the member has not made any nominations, the benefit will be transferred to the the Member's Estate.*

In order to ensure that all possible dependents or beneficiaries are accounted for, the DPF puts out adverts on local newspapers as notice to any unknown potential dependents or beneficiaries of the deceased member.

Our Values:

Customer Focused

Trust & Integrity

Innovation

Agility

Self-Driven & Motivated

Pictures & Events:

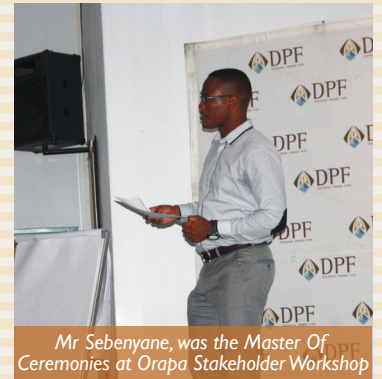
ACTIVE MEMBERS WORKSHOP & KANYE BADIRI BA MEEPO PENSIONERS ASSOCIATION



DPF Communication Coordinator, Mr Kopano Sebenyane giving a presentation at DTCB recently



DPF Member Relations Officer, Mr Mogomotsi Dipowe



Mr Sebenyane, was the Master Of Ceremonies at Orapa Stakeholder Workshop



DTCB Staff listening attentively



Kanye BBMPA Branch at their new plot



Kanye BBMPA Executive Committee



DTCB Staff

Our Values:

- Customer Focused
- Trust & Integrity
- Innovation
- Agility
- Self-Driven & Motivated

ORAPA STAKEHOLDER WORKSHOP



DPF Deputy Board Chairman, Mr Abel China Reobonye



Mr Karabo Matala, Investigations Coordinator



Mr Baliki Bakgobokanye



DTCB Staff



DPF Stakeholders at Orapa Stakeholders Workshop

TEAM DPF AT THE DIACORE MARATHON



DPF Staff after the marathon



Ms. Pearl Makhao after the marathon



Mr Kopano Sebenyane after the marathon

Our Values:

- Customer Focused
- Trust & Integrity
- Innovation
- Agility
- Self-Driven & Motivated

Ground Breaking Ceremony – Kanye BBMPA To Start Office Construction



The Kanye BBMPA Chairman Mr. Mokgatla Marumo (Center) With Other Members Of The Executive Committee



Kanye Badiri Ba Meepo Pensioners Association at their new plot in Kanye

Article & Photos by: Kopano Sebenyane

It was all ululations and shouts of joy during the recently held Kanye Badiri Ba Meepo Pensioners Association (BBMPA) meeting. The BBMPA members had come from Kanye and the surrounding villages to attend their normal monthly meetings which are held the first week after Payday. The source of all joy and excitement was nothing other than the recently allocated Sebonego ward plot belonging to Kanye Badiri Ba Meepo Pensioners Association. The new plot which is measuring an area of 11918 Square Metres is situated right in the middle of the Kanye mall and is centered by other buildings right opposite Mongala mall.

Already plans are underway to start the construction of an office building as soon as possible. Already, possible sponsors for the construction of the building have been approached, amongst them the Debswana Jwaneng Mine who have pledged to also sponsor the purchase of the building plan.

These were echoed by the Chairperson of the BBMPA Kanye Branch, Mr Mokgatla Marumo during their association meeting held recently. He stated that they plan to construct a double story building that will not only be their office but also to be leased to other organizations as well to create revenue for the branch.

"For us to be allocated this piece of land is a breakthrough for us as it will help our branch to generate income for the association as well. Debswana Diamond Company promised to help us in this project and we have already given them a copy of our Lease Agreement.

"Currently, we are waiting for feedback from them because we have requested them to sponsor us with the plan. After the plan, the focus will then be on the construction of the whole project. We are hopeful though that our wishes will come true," stated Marumo.

For his part, the Project Chairperson and member of the BBMPA Kanye branch, Mr Cassim Tshoganetso encouraged members to pay their monthly subscription fees.

"The joining fee is only P100.00 thereafter the P20.00 monthly subscription fee to ensure that your membership is active. If a member does not pay for three consecutive months, then their membership will be terminated. So it is important to ensure that all subscription fees are paid to avoid any inconveniences that may arise from lack of payments," said Tshoganetso.

Mr Tsoganetso outlined that the Kanye Branch is a registered association officially also that there is registered post box that all members can use. He added that, "There are different sub-committees such as the Projects, Disciplinary and Fund Raising Sub-committees established within the branch to ensure that it runs effectively." He also stated that they meet every Monday after Payday and that their branch covers members in areas such as Moshupa and Mmathethe villages.

The meeting ended with some suggestions to the Debswana Pension Fund (DPF) representatives who had been invited to the ceremony and they were as follows:

1. The BBMPA wanted the DPF to assist them with obtaining loans from commercial banks.
2. They wanted the P20.00 monthly fee to be deducted by the Fund from their monthly pensions.
3. They requested to be sponsored with a computer and a printer for their office.

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated

PENSION NEWS



How Big Should Your Retirement Fund Be?



Many people are overwhelmed by the responsibility of having to amass enough cash for retirement.

Only about half of workers participate in a workplace retirement savings plan, according to the Bureau of Labor Statistics. And once they have a retirement account, few people ever do the math on how much money they'll need to be able to retire or check if they're on pace to get there. That's why advisers use rules of thumb to help people figure out how much money they should have saved when they retire, along with milestones they should aim for at certain ages along the way.

For instance, you may have heard at one time or another that it's smart to save one times your salary by age 35. That is what investment firm Fidelity Investments used to recommend that people save when they're starting out if they wanted to have reasonable financial security in retirement.

But now, Fidelity is saying, that's not enough. Now, the firm is recommending that people save one times their salary by their 30th birthday. By the time they're 35, savings should add up to double their annual pay. By 40, a retirement account should hold three times a person's salary. The numbers keep growing, all the way to age 67, by which retirement savings should add up to 10 times a person's pay.

For people who have never stopped to think about how much income they'll have in retirement or if they need to save more, this timeline could push some people to pause and do the math, says Jeanne Thompson, a vice president at Fidelity Investments. "I think one of the biggest questions people have, especially as they're starting out, is "Am I on track?" she says.

The firm updated its guidelines last month to reflect a more conservative rate return that it says is closer to what might be seen for a portfolio that is at least 50 percent invested in stocks. The firm now assumes savings will grow by about 3 percent a year on average, compared to the previous model that assumed a fixed rate of return of 5.5 percent a year. The new rules are also meant to apply to a broader group of workers and savers. (The previous guideline was based on a person earning \$70,000.)

Given how much Americans already struggle with saving, the numbers from Fidelity might hit some people like a punch in the gut. Too often, workers realize just years before they hope to retire that they don't have anywhere near the amount of savings they'd need to pay the bills.

Indeed, more than half of people age 55 and up don't have any money saved for retirement, according to a 2015 report from the Government Accountability Office. And about half of those people aren't getting a pension, leaving them with little to no retirement income outside of Social Security benefits.

Still, this is just one guideline. And it is meant for people who plan to retire at 67 and who want to have as much income in retirement as they did while they were working. Those people who plan to work longer, or who expect to have fewer expenses in retirement, should adjust the guide to meet their needs, she says.

"It's meant to give people some sort of a gauge and to get them interested and thinking about it," Thompson says. If this timeline scared you, use it as a prod to start thinking about what you could do to boost your savings rate. For starters, the guideline assumes that savers have been setting aside at least 15 percent of their pay throughout their careers, including any employer contributions. If you aren't saving at least that much, that could be one target to aim for. If you can't save as much as you want to at the moment, set it up so that your contribution rate increases automatically by one or two percentage points each year.

"This is the rule of thumb for the best-case scenario," Thompson says. "Not everyone is there but the closer you can get, the more comfortably you might live in retirement."

Adopted from the Chicago Tribune, By Jonnelle Marte

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated

PENSION NEWS



How Tax Affects Your Pension Benefits



Almost every year members are educated on how to save more for a comfortable lifestyle at retirement. What happens then after you have saved enough? In this edition, we would like to enlighten you on how you can guard your hard-earned savings from the taxman. We want to encourage you to ensure that you do not leave an opportunity for the taxman to have a penny of your money unnecessarily.

Often when planning for your retirement, you may focus on trying to figure out how much income you'll need, how much you should save to meet your targeted pension salary, how the stock market will affect your investments, what your expenses will be like during retirement and whether they will change over time and be able to keep up with inflation. Although it is smart to pay attention to those, one aspect of retirement savings that you may have forgotten could end up costing you plenty. The effect that taxes have on your retirement savings and income is often overlooked, but it can mean all the difference to your level of financial security especially upon retirement.

WHAT YOU NEED TO KNOW

While you are still in active employment, the key goal should be to minimize the impact of taxes on your income, which will increase the cash flow needed to meet your expenses, while leaving enough in your savings to give them the opportunity to grow at a rate sufficient to keep up with (or exceed) inflation. There are many different strategies you can employ to accomplish this goal, depending on your income, pension contribution and the kind of products your pension Fund is offering. The Debswana Pension Fund (DPF) offers Additional Voluntary Contribution (AVC) as one of the ways at which you can minimise the impact of taxes. While still in active employment, contributions to approved pension funds are not taxed which means that you do not pay income tax on pension contributions at the time when they are deducted from your salary. Contributions may also include your bonus and overtime.

Our Values:

Customer Focused

Trust & Integrity

Innovation

Agility

Self-Driven & Motivated

As a result, your taxable income is lowered by the amount of the contribution being withheld. However, members should note that of the AVC made, only the first 15% is tax exempt and any amount above the initial 15% will be subjected to tax.

To guard against tax arrears, the money you save may only be significant if you are cautious from the time of active employment. Do not wait until you are nearing retirement to look out for tax traps. Before retirement age, members are given the freedom to cash out their lump sums. Withdrawal penalties and benefits depend on the different modes of exits from the Fund. The problem is that many members of fund may not be aware of this penalty and so they make decisions and then later have to suffer the consequences.

THE ROLE OF BURS ON PENSION BENEFITS/SAVINGS

The Fund is guided by government statutes where tax is concerned and will adapt to any change arising from the review of such acts accordingly from time to time. Members should also be aware that the tax laws provide for tax recovery from third parties holding money when they failed to service their tax arrears. The role of Botswana Unified Revenue Services (BURS) is to check whether a member owes tax or not and take appropriate action. Consequently, when members retire the government tax department is notified in order for them to certify that the member has no arrears. Members need to know that these tax arrears include those outside your employment with Debswana. It could be tied to any other income that you may be earning.

Whenever a member has to cash out their lump sum for whatever reason, the DPF Benefits and Administration officers send the files to BURS to verify if the member has any tax arrears. Once cleared, a tax clearance certificate is issued and the file is sent back to the Fund to allow the member to be paid off. On the other hand, if there are tax arrears, the member is notified by the BURS to pay from their other sources of income or to show consent for tax arrears to be deducted from their pension savings. Tax clearance paid off from the pension benefits cannot be done without the member's consent. However members need to be careful not to use their pension benefits to pay off their debts.

Saving for your retirement is good but you need to be knowledgeable on some of the common tax issues that can affect your retirement years if you are unaware of them and did not have the opportunity to rectify them. Visit the Debswana Pension Fund website on www.dpf.co.bw to educate yourself about how your Fund is governed and stay alert.

DTCB Members Workshops on Withdrawal Benefits

Article & Photos by: Kopano Sebenyane



Mr Karabo Matala, the DPF Member Relations & Investigations Coordinator at the DTCB

Recently, the Debswana Pension Fund (DPF) held an educational workshop with employees of the Diamond Trading Centre Botswana (DTCB).

The aim of the workshop was to educate members about DPF withdrawal benefits available upon exiting active employment. Currently, the DTCB is going through a restructuring process and this may result in some of its staff exiting employment through either of the following methods; early retirement, voluntary separation or retrenchment amongst others.

This means that some of the DPF active members will convert to either being deferred members or pensioners and hence the need for education on withdrawal benefits options available to members of the Fund.

In his opening remarks, the Communication Coordinator at DPF, Mr Kopano Sebenyane informed members that since its inception in 1984, the DPF is still the largest private Pension Fund in Botswana both by size and value with assets of over P6 Billion and a membership base of around 12,000 members including Active, Deferred and Pensioners.

He added that within the DPF, withdrawal benefits depend on the way an active member exits employment. He said modes of exit include: dismissal from work; Resignation, Voluntary Separation or Retrenchment, Early or Normal Retirement and Ill health Retirement.

"In the event of Dismissal or Resignations, a member is entitled to a taxable 25 percent cash lump sum which is payable within a period of three months from exit date and thereafter; the remaining funds are then deferred until retirement age.

"In the event of Dismissal or Resignations, a member is entitled to a taxable 25 percent cash lump sum which is payable within a period of three months from exit date and thereafter; the remaining funds are then deferred until retirement age.

"In the case of Voluntary Separation or Retrenchments, a member is entitled to a taxable 33.33 percent cash lump sum of individual investment which is also payable within a period of three months. The remaining funds are then deferred until one reaches the early retirement age. One can also opt to retire if age falls within retirement age at the time of retrenchment," stated Sebenyane.

He outlined that in the event of transfers or redeployments, there is no lump sum encashment also that in the event of retirement, a member is entitled to a tax free 33.33 percent also payable within three months.

"The monthly salary is then calculated on the remaining 66.67 percent pension investment and the types of retirement Early retirement at 50 years, Normal retirement at 60 years or retirement due to Ill health which does not have an age restriction," concluded Sebenyane.

For his part, the Member Relations Officer at DPF, Mr Mogomotsi Dipowe mentioned the procedure for application for benefits upon termination of service: "The first step is to visit your nearest Human Resources offices for counseling and guidance. They will give you the benefit claim form and the beneficiary nomination form for you to complete and update your personal details. After filling all the relevant documents, the forms will then be sent to DPF offices for processing and then the payment will be issued," said Dipowe.

Dipowe advised members that it was important to that they update their contact details as soon as they leave their employer also that it ensures that their wishes are also taken into account when distributing benefits to dependents.

"Nomination Forms are also updated when there are new developments within the family such as new marriages and the arrival of new born babies. Both the 5 and 10 year guarantee plans allows for updating of forms within those time frames," said Dipowe.

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated



DTCB staff members at the workshop



DTCB staff members

The Importance of Additional Voluntary Contributions (AVC) whilst in employment:

It is important for those remaining in active employment to choose to make an have an Additional Voluntary Contribution (AVC) in addition to their regular contributions because of the following reasons:

1. One gets an immediate tax relief on their salary because 0 up to 15 percent AVC is not taxed.
2. An AVC provides for better pension upon reaching retirement age.
3. One can start contributing their AVC at any age, there is no age restriction.
4. Upon reaching retirement age, your employer contributions as well as your AVCs are merged into one account and they will be used for the lump sum withdrawals and or to buy an annuity/ pension, therefore the AVC increases your pension.
5. You also can choose to stop your AVC at any point of your employment life when you have a financial difficulty.
6. There is no payment made for you to have an AVC, the arrangement is free of charge.

The Importance of Certificate of Existence (COE) after Retiring:

After leaving employment due to retirement, it is important to complete the Certificate of Existence (COE) annually between the months of May & July each year for the following reasons:

1. The COE is proof that you are still alive so this will ensure the continuation of your monthly salary.
2. The COE serves as opportunity for you to update your personal details as well.
3. It is also an opportunity for you to update the beneficiaries & nominees (for guaranteed period only).



Our Values:

■ Customer Focused ■ Trust & Integrity ■ Innovation ■ Agility ■ Self-Driven & Motivated

Secrets To Effective Budgeting

Make Budgeting A Habit

You'd never set out on a cross-country road trip without consulting a map. Likewise, you can't expect to reach your financial goals without developing a plan for spending and saving.

Budgets play a critical role in helping consumers pay off debt, build their nest egg and make the most of their hard-earned dollars. "People write out budgets all the time without knowing where their money is really going," he says. "What they've created is a wish list of how they'd like to spend their money, but it's not realistic. It's a page of lies."



Step 1: Track your spending

The first step to developing a budget, says Tehan, is to track your expenses for at least a month, using a smartphone app, computer program, or old-fashioned pen and paper. Be sure to record every purchase, no matter how small. "Once you know where your money is going, you can make an educated decision about how best to allocate your money," he says.

Many novice budgeters make the mistake of becoming too financially conservative, at least on paper. "The No. 1 rule of setting budgets is to not cut all the fun out of your life. Inevitably, basic budgets that have no allowance for entertainment are doomed to fail." Instead, learn to moderate. "If you're eating out every night, and that's something you enjoy doing, try eating out once a week instead," says Tehan. "It's not about cutting out everything that gives you joy in life. It's about better allocating your money."



Step 2: Make savings contributions automatically

Though every budget scenario is different, Curt Weil, a CFP professional and president of the FPA of California, says a good rule of thumb is to allocate at least 10% of your earnings toward savings, using direct deposit to pay yourself first. Tehan agrees. "If you

Tehan agrees. "If you put that money aside before you even see it, you won't miss it. Direct deposit helps to put your savings on autopilot."

Step 3: Define spending and priorities

Another 35% of your earnings, he says, should be earmarked for housing and utilities. If you're saving for something specific, such as a new car or your child's college education, you may want to set aside another 10% of your earnings into an interest-bearing account. Everything else, the remaining 45% is flexible, for use on food, entertainment, clothing and vacations. That's where priorities come in. You can't have everything you want, says Martin Siesta, a CFP professional and founder of Compass Wealth Management in Maplewood, New Jersey, but you can direct your money toward things you want the most. "If consumers start by deciding what's most important to them, then cutting back on some of the things that aren't that important isn't really a sacrifice," he says.



Our Values:

- Customer Focused
- Trust & Integrity
- Innovation
- Agility
- Self-Driven & Motivated



Step 4: Pay with cash

Once you've determined how much to set aside for saving, spending and investing, it's time to make those numbers stick. Using credit cards and debit cards makes it all too easy to overspend. With the exception of your mortgage and car loan, most consumers should implement a strict policy of paying with cash for groceries, clothes, vacations and nonessential items. Siesta also recommends relying less on ATMs, especially those that charge a fee.

Withdrawing a fixed amount of discretionary money at the beginning of the month, he says, forces you to make better spending choices. "By spending cash out of an envelope, you begin to get a better feeling for where your money is going and what your priorities really are."

Step 5: Strategically pay down expensive debt

You'll never get ahead if you don't also implement a plan to pay down your debt.

Interest payments made to credit cards not only cost you big, they also deny you the ability to apply "Not



that money toward savings or entertainment. Having to pay interest is the same, economically, as earning interest. So not having to pay credit card interest is like earning 18%," says Weil.

Consumers with multiple credit card balances should tackle the card with the highest interest rate first, while continuing to make minimum payments on their other cards. Once the first card is paid off, focus on the next-highest-rate card.

Tehan contends, however, that some debt-laden consumers get a psychological boost by paying off the smaller balances first. "Paying off your highest-rate card first makes sense because it saves you the most money, but if you have several smaller cards, it can be easier psychologically to get those out of the way first," says Tehan.

The secret to paying off debt is to determine how much you can afford to send each month and make those payments consistently. "It's important to keep sending the maximum amount you can afford to send," says Tehan. "Some people make the mistake of reducing the amount they send when they see their payments going down."

Step 6: Live within your means

Learning to live within your means is a simple matter of spending less than you make. For most consumers, that means cutting back. It does not mean doing without. According to Siesta, there are dozens of ways to reduce your monthly expenses without crimping your lifestyle.

And above all else, stop trying to keep up with other people. Your neighbors with the latest clothes and luxury cars may be drowning in debt, and while you may not sport a designer watch, you will be able to sleep at night. "Being in control of your finances not only saves you money, but it also makes you a more financially secure person and family," says Tehan.



<http://www.bankrate.com/finance/financial-literacy/secrets-to-creating-a-budget>



Contact Details:

Gaborone Office

Private Bag 00512, Gaborone Botswana
Plot 50361, Block D, Carlton House
Fairgrounds, Gaborone Botswana
Tel: +267 361 4267, Fax: +267 393 6239

Jwaneng Office

Township Housing Office Block,
Office No.9
Tel: +267 588 4849

Orapa Office

HR Block,
Office No.11
Tel: +267 290 2323



www.dpf.co.bw

Our Values:

Customer Focused Trust & Integrity Innovation Agility Self-Driven & Motivated