

Edition I | 2023

Bokamoso Newsletter



Looking
towards
the year
ahead...

Inside

Editor's note	02
Debswana Pension Fund	02
CEO's Remarks	03
The pitfalls for not planning for your last big payout	04
Ponzi scheme	05
Eating well in retirement	06
Importance of saving for retirement	07
Announcements	09
Pensioner increase	10
FAQ Section	12

Debswana Pension Fund

Retirement Planning Tips



The Debswana Pension Fund is committed to providing its members with a secure and comfortable retirement. We understand that retirement planning can be daunting, but we're here to help you every step of the way.

We offer a variety of resources to help you plan for your retirement, including:

- Retirement calculators to help you estimate your retirement income.
- Investment education to help you make informed investment decisions.
- Financial planning advice to help you create a retirement plan that meets your individual needs.

We also offer a number of benefits to help you enjoy your retirement, such as:

- A guaranteed pension that will provide you with a steady income in retirement.
- Annuity to protect your loved ones financially in the event of your death.

The Debswana Pension Fund is your retirement partner. We're here to help you make the most of your retirement years.

Here are some additional tips for members of the Debswana Pension Fund

- Start saving early. The sooner you start saving, the more time your money has to grow.
- Make regular contributions. Even small contributions can make a big difference over time.
- Invest wisely. Choose investments that are appropriate for your age and risk tolerance.
- Review your portfolio regularly. Make sure your investments are still on track for your retirement goals.
- Take advantage of tax breaks. There are a number of tax breaks available to retirement savers.
- Get professional advice. If you need help planning for your retirement, talk to a financial advisor.

Source: Retirement planning tips - How to Plan for Retirement - Ramsey ([ramseysolutions.com](https://www.ramseysolutions.com))

Editor's Notes



Dear Valued Members,

Welcome to the latest edition of Bokamoso Newsletter! As we transverse the ever-changing landscape of retirement planning, we are committed to being your steadfast partner, providing you with insightful information and innovative solutions that enhance your financial well-being.

In this edition, we dive into the realm of "Investing for Tomorrow" – a theme that resonates deeply with the aspirations we hold for your retirement. Discover expert insights on navigating market trends, maximizing your pension portfolio, and embracing sustainable investment practices through our socially responsible fund options.

Your satisfaction and success remain at the heart of everything we do. We invite you to share your thoughts, suggestions, and stories with us. Let us continue this journey together, crafting a brighter retirement future.

Thank you for entrusting Debswana Pension Fund with your retirement dreams. We are honored to serve you on this path to prosperity.

Warm Regards,

Victoria Rabasha

CEO's Remarks

Navigating Your Retirement Journey With Debswana Pension Fund



Dear Members,

As we gather the threads of another transformative year, I am honored to address you through the pages of Bokamoso Newsletter. Our unwavering commitment to your financial security and well-being remains at the forefront of all that we do. In a world where change is constant, and challenges are diverse, your pension fund stands as a steadfast pillar; a partner dedicated to safeguarding your future.

Fund Performance & Sustainable Investment

The year has reminded us of the resilience that resides within us – a quality mirrored in the way we have navigated the financial landscape. The global stage has seen shifts, both anticipated and unforeseen. In the face of these changes, the Debswana Pension Fund has adapted its investment strategies, ensuring that our portfolio remains robust and balanced. The Fund has been able to recover following the

dip in 2022 largely due to Global market uncertainty leading to a sell-off in global asset classes. The Fund has been able to return back and surpass the BWP 10 billion mark and reached BWP 10.7 billion Assets Under Management (AUM) as at 31st July 2023. We remain hopeful that the Fund will be able to maintain this growth throughout the remainder of this year.

As the world recognizes the urgency of sustainable practices, we stand with you in aligning our investments with environmental and social values. Our dedication to responsible investing ensures that your pension not only secures your future but also contributes positively to the world around us and in particular the economy of Botswana. Toward the end of last year, the Fund broke ground on the Boutique Hotel in Jwaneng and we are currently working on identifying more domestic investment opportunities to uplift the lives of Botswana.

Compliance Update

KYC Project

The Know Your Customer (KYC) project that the Fund has been undertaking to meet the requirements of the Financial Intelligence Act, is still ongoing. Sadly, there are still some members whom despite numerous communications sent to them, are still not compliant. I would like to encourage all who are not compliant to kindly submit the required documentation.

Board Appointments

We were delighted to welcome two new Board of Trustees being:

1. Ms Kago Letshabo - Company Appointed Trustee for DTCTB
2. Ms Galeboe Busang – Independent Trustee

We look forward to their contribution to the Fund.

Strategy Update

The Fund's diversification strategy remains on course. The Fund's diversification strategy is anchored on ensuring that the Fund delivers long term positive investment returns for its members as well as importantly, meet its long-term liabilities past the life of mines. As we near the close of the ongoing 2019-2023 Strategy, we look forward to crystalizing some of the critical areas of growth and additionally develop the next 5-year Strategic direction for the Fund.

In closing, I extend my heartfelt gratitude for your trust in Debswana Pension Fund. As we continue to navigate the currents of change, know that the Fund is your partner in every step of your retirement journey.

With warm regards,

Gosego January

The Pitfalls Of Not Planning For Your Last Big Payout

At the time of retirement members are eligible to receive up to 50% commutation of their pension savings as a once off lump sum payment. The income tax act allows members to receive up to 33.3% tax free, whilst 16.7% is taxed. The remaining pension savings are paid out as monthly life annuity. In the instance that a member's fund credit yields less than BWP20,000 per annum, they qualify to receive their full fund credit at retirement. Members may elect to not encash at all and utilize their full fund credit to procure their life annuity option. Deciding to not encash often results a higher monthly annuity payment.

Receiving a large sum of money can be a gift and a curse. It is a tremendous responsibility that must be approached with the utmost care. By the time a member reaches the retirement age, they are expected to have reached the tail end of their life investment cycle. At this juncture, members should have at least one property which they live in (they should have the funds for property monthly upkeep), they should have acquired any assets they had planned (cars, farms etc.). Furthermore members should have invested in all the projects they had planned for, all debts should be paid off, and they should only be concerned with day to day/ monthly expenses of their household.

When an individual is due to receive a large sum of money it is imperative they carefully plan how they are going to utilize these resources. One should realize that this is probably the last and biggest payment they will receive in their life time and should view these retirement funds as a limited resource. A lot of people generally get excited when they receive such large sums of money and tend to irresponsibly spend and deplete these resources within a short period of time. Some people have never received such large payments and don't know how to utilize such huge amounts of money. Members should additionally be aware

that large sums of money may attract opportunists or prompt them to partake in activities that can swindle them of their hard earned life savings.

The lump sum of up to 50% payment is meant to act as cushion for a member's monthly annuity. The lump sum payment is meant to consistently improve one's standard of living. This payment is a continuous financial benefit that shouldn't be used as investment tool (purchasing a house), drilling a borehole, clearing debt, or starting up a business. Members should understand that a large sum of money doesn't make you a farmer if you weren't a farmer before, it doesn't make you into an instant business man or business woman if you weren't one before. Investments generally require large sums of money when they start and even more when they take off. Your lump sum pension payment may not be sufficient and members may find themselves having spent money on different investments that don't take off and this may leave them with unnecessary financial strain which can lead to stress and even a premature death.

Before receiving the lump sum payment, members should thoroughly plan and prioritize how this money will be utilized. Clearly identifying needs, expenses, removes unnecessary wants (second homes or car) unnecessary expenses (high insurance costs, adult children's expenses, etc). Members should additionally consider how they will utilize these funds to moderately reward themselves (trips, purchasing luxury items, and partaking in recreational activities and hobbies). Attainment of retirement savings has to be planned for and spending needs to be moderate. In order to ensure meticulous planning and prudent spending members will need to seek and engage professional financial advice. It is imperative to find an entity or individual that with the right set of qualifications. Financial advisors provide guidance on how to best maximize any large encashment, manage outstanding debt, and members' monthly budgets.

The lump sum payment disbursed to members should be viewed as an essential financial resource, akin to an emergency fund. Consequently, it is not advisable for a member, or their beneficiaries, to exhaust this entire amount hastily, particularly in the unfortunate event of a members passing.

If funds are remaining, those can be transferred to a member's beneficiaries. Members can develop a financial plan/map and adopt the 50/30/20 budgeting rule when dividing and constructing their budget. 50% of the lump sum may be saved, 30% spent on debt and 20% for needs and wants. If a member has no debt they could split the funds between savings and needs and wants. In order to avoid defaulting on the monthly budget, members should adopt a strict system of spending which they adhere to and keep track.

The saved encashment funds should be further utilized to augment annuity earnings. A portion of the lump sum payment is not taxed but monthly earnings from retirement savings may be taxed.

In conjunction with financial advice, members should explore the best means of being tax efficient. There are lot of investment options that members may choose in order to optimize their encashment funds and these may include cash, bonds, stocks or a combination of all three. If members want to guarantee capital protection), members should opt for with cash solutions but if there is a desire for higher returns and a higher risk appetite then members should opt for stocks (or mutual funds) or bonds. Members should consider assets that are inflation beating but with considerably low risk as they have a shorter investment horizon and can't afford to take any major shocks. Members should conduct thorough research and find out the industry fees and opt for low fees where possible. If members elects to invest with Insurance firms it is imperative they understand insurance investments fee are generally high.

If members carefully plan for their lump sum payment, and use it wisely, they are bound to live a stress free life and will be happier in retirement and live much longer.

Author: Mbakisi Gopolang

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Ponzi Scheme

“ Ponzi schemes, named after Italian con artist Charles Ponzi, are investment programs that promise investors high returns for little to no risk. ”



The exponential growth of technology has resulted in an explosion in the number of global fraudulent investment schemes. Normal civilians and investors have become targets and victims of amateur and professional criminals. There are numerous investment schemes that have emerged; the most common examples are Ponzi schemes (pyramid schemes), cryptocurrency/forex related investments, and social media/internet investment scams.

Ponzi schemes, named after Italian con artist Charles Ponzi, are investment programs that promise investors high returns for little to no risk. Early investors are paid significantly high investments returns utilizing funds from subsequent investors. Funds are transferred from one set of investors to the other without any legitimate investment activity.

Ponzi schemes tend to collapse when the scheme is not able to attract new investors and to pay out current investors. Ponzi schemes come in all shapes and forms, including traditional investment mandates, crypto currency, forex programs, crowdfunding, and investment schemes. The easiest way to spot a Ponzi scheme is to recognize that they are offering substantially high returns. They typically have an existing referral program and the investment professionals

and investments are not registered with the local regulator(s). Members are encouraged to engage local regulator(s) to establish the legitimacy of the products on offer prior to placing their hard earned monies. Ponzi schemes and fraud can still materialize in professional settings, but it is less likely due to the increased regulatory oversight.

Cryptocurrency and forex trading have become very popular investment vehicles in the last five years. While there are legitimate cryptocurrency and forex trading investment programs and professionals, the number of related scams has grown tremendously. Cryptocurrency and forex scams come in many different forms including, Ponzi schemes, trading on illegitimate trading platforms and websites, and phishing scams (deceiving people into revealing sensitive information). Members are encouraged to utilize legitimate trading platforms and conduct thorough research before signing up to any trading platform, including reading reviews from other investors and engaging investment professional and or regulators. It is imperative to utilize a secure internet connection: when trading to ensure the protection of personal information. Furthermore, members should never give out personal information, such as your bank account numbers, credit card numbers, phone numbers and emails.

Social media and the internet have become an increasingly popular medium for scammers. Scammers actively seek for clients on various social media platforms or through emails, utilizing publicly shared information from social media to lure them in. Scammers tend to offer:

- significantly high returns
- offer 'hot' investment tips
- investments are generally offshore

Additionally individuals are encouraged to transact using digital currencies and there are referral programs in place. Members can try to identify these types of scams by conducting research on the investment product, the company and individuals. Limited information on these tends to be red flags. Members are encouraged to exercise caution and prudence as they look to invest to avoid becoming victims of these common fraudulent investment schemes.

Author: Mbakisi Gopolang

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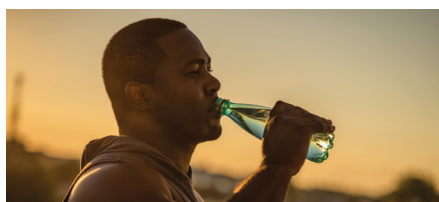
Eating Well In Retirement

Healthy eating is important at any age, but when you're retired it can be easy to fall into the habit of choosing convenience over good nutrition – because you have a little less energy or because you're only cooking for one or two people. Here are some simple tips to help you ensure that you eat a healthy and varied diet throughout your retirement.



1. Get into a routine

Aim to have breakfast, lunch and supper every day – and avoid slipping into the habit of skipping meals. Remember that healthy doesn't have to mean complicated, and your meals can be as simple as you want them to be. For example, a boiled egg and avocado on whole-wheat toast makes for a quick and delicious breakfast or lunch. When planning your meals, aim to include good-quality proteins, colorful fruit and veg, low-GI carbohydrates, and healthy fats.



2. Drink up

Here's a tip to help you stay hydrated: Keep a jug of water on your kitchen counter, so it's within easy reach when you're pottering around the house.

It'll act as a good visual reminder – and if you would prefer to have a little extra flavor, simply add some fresh lemon slices or mint sprigs. Alternatively, if you'll be out and about for the day, remember to take a water bottle with you.



3. Boost your fruit and vegetable intake

It's important to have a variety of fruit and vegetables in your diet, so try to include some fresh produce at each meal. For example, for breakfast you could add mushrooms and baby spinach to scrambled eggs or throw a handful of berries into your morning oats. If you have a sandwich for lunch, chop up a simple side salad of baby tomatoes, cucumber and red onions with an olive oil dressing. And for dinner, try to have one or two portions of veg with your protein.



4. Cook in bulk

For some of us, cooking is a joy; for others, it's more of a chore. But whichever camp you fall into, it's likely that you won't feel like cooking every day of the week. So, make things easy for yourself by cooking one or two dishes in bulk. Divide into portions and freeze, and simply pop them into the microwave whenever you feel like a quick and easy meal. Good options for bulk cooking include soups, stews and casseroles – and as these are usually one-pot meals, you'll cut down on dishes too.



5. Know what to avoid

While it's not to say that you shouldn't enjoy the occasional dessert, on the whole it's best to avoid eating foods that contain a lot of sugar, fat or salt. So, try to limit your intake of refined, processed and sugary foods and opt for fresh, seasonal produce wherever you can.

Source: *Eating well in retirement* - <https://www.copelandoaks.com/how-to-eat-healthy-during-retirement/>

Importance Of Saving For Retirement

Securing Your Future

“ Saving for retirement enables you to leave a financial legacy for your heirs or causes you care about. It ensures that your hard-earned wealth can benefit future generations. ”

Retirement is a chapter of life that holds the promise of relaxation, exploration, and the pursuit of long-held dreams. To fully embrace this phase, it's crucial to start saving early and consistently. Why is saving for retirement so important? Let's delve into the reasons that underscore the significance of building a financial cushion for your golden years.

1. Maintaining Financial Independence

Retirement marks the transition from earning a regular income to relying on accumulated savings and investments. By diligently saving throughout your working years, you ensure that you can maintain your desired lifestyle even when a paycheck is no longer coming in.

2. Beating Inflation

The cost of living tends to rise over time due to inflation. Without adequate savings, you might find it challenging to keep up with expenses as prices increase. Saving for retirement helps you stay ahead of inflation's impact on your purchasing power.

3. Avoiding Financial Stress

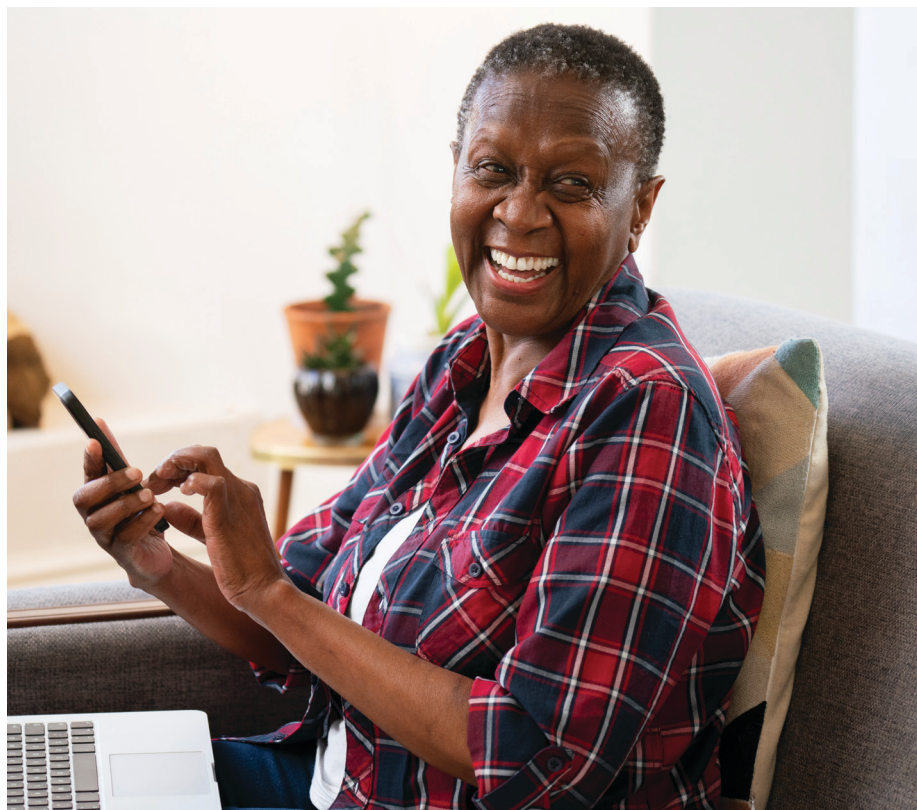
Worrying about finances can take a toll on your mental and emotional well-being. Having a retirement nest egg eases financial stress, allowing you to focus on enjoying your retirement without constant concerns about money.

4. Healthcare and Long-Term Care

Healthcare costs tend to rise with age, and unexpected medical expenses can quickly deplete savings. A well-funded retirement plan helps you cover medical bills and provides a buffer for potential long-term care needs.

5. Living Your Dreams

Retirement is the time to pursue your passions and bucket-list adventures. Having a solid financial foundation empowers you to travel, engage in hobbies, and explore new experiences without financial constraints.



6. Supporting Loved Ones

Your retirement savings can also provide a safety net for loved ones in case of unforeseen circumstances. It allows you to assist family members without jeopardizing your own financial security.

7. Maximizing Compound Interest

The earlier you start saving, the more time your investments have to benefit from compounding – the process where your earnings generate further earnings. This snowball effect can significantly boost your savings over time.

8. Reducing Reliance on Government Benefits

While government benefits might be available, they might not cover all your retirement expenses. Having personal savings ensures you are not solely reliant on such benefits.

9. Flexible Retirement Age

Adequate savings grant you the flexibility to choose when to retire. You will not

be forced to continue working solely for financial reasons if you are ready to transition to a new phase of life.

10. Leaving a Legacy

Saving for retirement enables you to leave a financial legacy for your heirs or causes you care about. It ensures that your hard-earned wealth can benefit future generations.

In conclusion, saving for retirement is not just about accumulating funds; it's about securing your future, embracing freedom, and having the peace of mind to enjoy your golden years to the fullest. Start today, and invest in a retirement that reflects your aspirations and dreams. Your future self will thank you for the financial stability and freedom you've provided.

Source: Importance of saving for retirement - Retirement Planning & Strategies (suzeorman.com)

ADDITIONAL VOLUNTARY CONTRIBUTION

Be proactive. Start now to ensure that you are able to replace your monthly salary by retirement.

To find out more about Additional Voluntary Contribution (AVC) and your current projected retirement salary (NRR), access your Projection Statement on your **Member Portal** or contact **Mmila Fund Administrators**.



Announcements

Board appointment

Ms Kago Letshabo

Board Trustee

Ms Kago Letshabo is a skilled legal advisor and company secretary with 17 years legal experience. She brings to the Board a wealth of knowledge on corporate governance, compliance and leadership skills. She has a Diploma in Human Rights, a Bachelor of Laws, a post graduate certificate in Enterprise-Wide Risk Management and is currently pursuing a Management Development Programme. She is currently the Company Secretary for Diamond Trading Company Botswana and joined the Board as an employer appointed Trustee in June 2023.

Ms Tshepo Mokgethi

Deputy Board Chairperson

Ms Mokgethi joins the DPF Board of Trustees in August 2022 as an employer appointed Trustee representing Debswana Mining Company. She is an Executive Information Technology Manager and provides strategic guidance, strategy formulation and framework development for the adoption of innovation and digital strategy. She has 20 years' experience in the Information Technology space and has a Degree in Information Technology.

Farewell

Ms Matlhogonolo Mponang

Ms Mponang joined the DPF Board of Trustees in January 2022 as an employer appointed Trustee representing DeBeers Global Sightholder Sales. Unfortunately, her appointment to Debswana resulted in her exiting the Board in 2023. Ms Mponang holds a Degree in Psychology with vast experience in human resources which spans for more than 22 years of experience in the field. She has longstanding board experience across different sectors.

New Appointments

Khumoetsile Modise

In July, Khumoetsile was hired as a permanent employee to the position of Administration officer after serving as an Administration Officer on a fixed-term contract from January 2023. Her dedication and hard work

during the contract period proved her to be an invaluable member of the team. She holds a degree in Accounting and Finance obtained from Botswana Accountancy College and a Postgraduate in Risk Management.

Victoria Rabasha

We welcomed Victoria Rabasha in July to the position of Communications Officer. She was previously at Botswana Fibre Networks as a Public Relations Officer. Victoria holds a degree in Public Relations and is a Chartered Public Relations Practitioner with PRISA. Her in-depth knowledge and understanding of strategic corporate communications, stakeholder management, and public relations work is what the DPF needed.

All individuals have already made a seamless transition into their positions and are contributing to DPF's continuing rise.

Promotions

Mbakisi Gopolang

Mr Mbakisi Gopolang joined the Debswana Pension Fund as an Investment Analyst and has been promoted to Investment Manager effective 1st July 2023. He is an Investment Professional with expertise in investments, microfinance, wealth management, real estate, banking, and insurance. Mbakisi has been with the DPF for 5 years and has a Bachelor's Degree in Finance (USA), and is currently completing his MBA in Finance (UK).

Gorata Gaone Matlapeng

Ms Matlapeng joined the Debswana Pension Fund from Standard Chartered Bank as a Legal, Risk and Compliance Coordinator in September 2019. She holds a degree in law, post graduate certificate in Enterprise-wide Risk Management and completed courses in Business Risk Management and Compliance Management. In July of 2023, she was promoted to Legal, Risk and Compliance Manager. She continues to contribute and to implement the Fund's risk management framework, compliance framework, legal and Board Secretarial duties.

Member Portal

Uninterrupted access, anytime, anywhere!

Experience the convenience of round the clock availability with DPF member portal. Get effortless access and explore a wealth of features including your fund balance, benefits statement and projection statement. The portal provides you with the tools for shaping a secure financial future.

To find out more on Member Portal accessibility contact Member Relations Officer in your area:

- Gaborone – 267 3735267
bmosimanyane@mmila.co.bw
- Orapa Constituency – 267 2902323
lmosigi@mmila.co.bw
- Jwaneng Constituency – 267 5884849
mthamage@mmila.co.bw



Pensioner Increase



The Debswana Pension Fund Secretariat is pleased to inform you that the Board of Trustees approved a pensioner salary increase of 3.2% effective from July 2023.

2022 Pensioner Portfolio Performance

The Fund realised negative investment growth in 2022 when compared to the previous year. Assets under Management (AUM) declined from BWP 10,236 billion mark in Q4, 2021 to BWP 9,545 billion in Q4, 2022 largely due to the high volatility in global markets driven by elevated inflation, interest rate hikes, geopolitical concerns (Russia Ukraine war) and increased risk of a global recession.

Despite the negative returns in 2022, the Debswana Pension Fund Board of Trustees strived to grant the most suitable pensioner increase that would assist its pensioners and still ensure the Fund has an adequate Fund level for its pensioner portfolio.

How Pensioner Increases Are Determined

Annual pensioner salary increases are subject to affordability, hence not guaranteed. Affordability of Pensioner increases is determined by matching

of Fund assets and liabilities in order to establish whether the funding levels are below, within or above target. The other important determining factors are annual investment performance in the year of the pensioner salary increase as well as the future investment outlook. If the Trustees are satisfied that these variables are favourable, then they may resolve to award an increase.

Koketso Ya Dituelo Tsa Maloko Go Simolola Ka Phukwi Monongwaga

Botsamaisi jwa Letlole la Phension ya Debswana, ebong Debswana Pension Fund le itumelela go go itsise fa Bogogi bo tsere tshwetso ya go oketsa dituelo tsa maloko ka 3.2% go tloga ka kgwedi ya Phukwi monongwaga.

Ka Fa Letlole La Dipeeletso Tsa Bagodi Le Dirileng Ka Teng Mo Ngwageng Wa 2022

Mo ngwageng wa 2022, Letlole le ne la itemogela kwelo tlase mo kgolong ya dipeeletso fa go tshwantshannngwa le ngwaga wa 2021. Boleng jwa dithoto tsa Letlole bo ne jwa wela tlase go tswa mo di biloneng di le lesome go ya ko go tse di boferabongwe. Se se ne sa bakwa ke go sa iketlang ga mebaraka ka ntateng ya go tsholetsega ga ditlhathwa, go tlhatloga ga

merokotso, mathata a sepolotiki (bogolo jang ntwaga ha gare ga Russia le Ukraine) le matshosetsi a kwelo tlase ya ikhonomi mo lefatsheng lotlhe.

Le fa letlole la madi a bagodi le wetse tlase mo ngwageng wa 2022, Botsamaisi jwa Board ya Debswana Pension Fund, bo dirile ka bojoatlhe go re go okediwe dituelo tsa bagodi, mme go etswe tlhoko gore letlole la dipeeletso tsa bagodi le sala le itsetsepetse.

Dikoketso Tsa Dituelo Di Fitlheletswe Jang?

Dikoketso tsa dituelo tsa bagodi di laolwa ke gore a letlole le na le bokgoni jwa go oketsa, ka jalo ga di kake tsa rurifiwa kgotsa go tlhomamisiwa. Bokgoni jwa go oketsa dituelo tsa bagodi bo laolwa ke gore letlole le sala ka bokae fa go bapisiwa boleng jwa dithoto le jwa dikoloto. Sengwe gape sa botlhokwa ke go kanoka ka fa dipeeletso di dirileng ka teng mo ngwageng wa dikoketso, le ponelopele ya dipeeletso mo isagong. Dikoketso tsa dituelo di ka dirwa fela fa Botsamaisi jwa Board bo sekasekile mabaka otlhe mme bo kgotsohetse gore boleng jwa letlole bo letla gore dikoketso tse di dirwe.

COMPLETE YOUR NOMINATION FORM

All Debswana Pension Fund Members are required to fill out their nomination forms.

For more information and assistance, contact Mmila Fund Administrators at the following locations;

- Gaborone Office: **3735267** or email bmosimanyane@mmila.co.bw
- Jwaneng Office: **5884849** or email mthamage@mmila.co.bw
- Orapa Office: **2902323** or email Imosigi@mmila.co.bw



Classification: Confidential

NOMINATION OF BENEFICIARIES FORM

FULL NAMES: _____

OMANG NUMBER: _____

EMPLOYEE NUMBER: _____

CONTACT NUMBER: _____

I HEREBY REQUEST THE FUND TO AMEND THE DETAILS PREVIOUSLY FURNISHED BY ME AND TO UPDATE MY MEMBERSHIP RECORDS. I UNDERSTAND THAT THESE DETAILS SUPERCEDE ALL PREVIOUS DETAILS FURNISHED BY ME TO THE FUND.

Regulation 29 (1) of the Retirement Funds Regulations: subject to sub-regulation 2, a Fund shall require its members to complete beneficiary nomination forms on entry to the Fund when the member changes his or her desired distribution amongst dependents.

(2) The member shall identify, on the beneficiary nomination form, each dependent and any **desired beneficiaries** who are not dependent upon the member wishes to receive a proportion of any lump sum benefit payable, and shall state what proportion of any lump sum death should be awarded to each dependent or beneficiary, and the member may give reasons as to why that particular distribution is his or her preferred distribution.

"Beneficiary" means a nominee of a member or a dependent who is entitled to a benefit as provided for in the Rules of the relevant Fund.

"Dependant" in relation to a member means-

- any person in respect of whom the Member is legally liable for maintenance;
- any person in respect of whom the Member is not legally liable for maintenance, but such a person is a factual dependent;
- any person in respect of whom the Member would have become liable for maintenance had the member not died;
- any person in respect of whom the Member is not legally liable for maintenance, but such a person is a factual dependent;

PLEASE NOTE: allocations must add up to 100 percent (%)

Surname	Name	Gender	Date of Birth	Relationship	Contacts	% Allocation	Reason for allocation

Surname	Name	Gender	Date of Birth	Relationship	Contacts	% Allocation	Reason for allocation

FAQ Section

Your Questions Answered

“ Yes, this is possible. Retirement at DPF is looked at based on your age only. If you qualify, you are free to start your retirement regardless of whether you have lost your job or not. Make sure that you indicate your wish to retire when you fill out your withdrawal form. ”

1. How often should I complete the Beneficiary nomination form?

A member should ensure that once every two years, they complete their beneficiary nomination form or as and when their situation changes. It might be the birth of a new baby, marriage, divorce or passing on of a spouse or dependent/beneficiary. An updated Beneficiary nomination form will save the Pension Fund and the family a lot of time in distributing the member's benefits. The nomination form should be as reasonable as possible. To justify reasonableness, members should familiarize themselves with the requirements laid out in the Retirement Funds Act that will deem a nomination form reasonable. Reasonableness means including all dependents and distributing according to dependency.

2. When should I get a copy of the Pensioner Guide?

Every member who is enrolled into the Pensioner portfolio should be furnished with a copy of the Pensioner guide. The Pensioner guide will help the new Pensioner understand how their pension is paid at retirement, when pensioner salaries are paid, compulsory forms which have to be completed and submitted and what causes pensioner salaries to be increased

3. Active and Deferred members get a benefit statement at the beginning of the year, what document should I expect as a Pensioner?

The most important document that Pensioners should always ensure they have received and complied with its requirements is the Certificate of Existence (COE). This is a document that is used to establish whether a Pensioner is alive or no more. Failure to submit this form on time will result in the Pensioner member being suspended. Other important documents are:

- Pensioner Pay slip – usually mailed in July of every year.
- ITW8 – to be used by Pensioners when filing their tax returns.

4. I have moved my deferred balance to DPF, when I leave my current employer what is going to happen to my active account?

Once the member leaves any of the participating employers, their accounts are merged to form one account. The merging of accounts will take place after the member has accessed 25% of their current balance if they have exercised the right to cash out before retirement. The accounts will then be merged after this takes place. If the member indicates that they will not be cashing out, the accounts will be merged outright

5. Is it possible to make lump sum AVC contributions once every year?

AVC payments are only permitted for active members through verifiable and legally obtained sources. You are allowed to make lump sum contributions as long as the source of the funds is verified and approved by the fund, e.g., your employer.

6. Who informs beneficiaries if they are not eligible for benefits even though the Member nominated them?

Every decision that is made by the Board of Trustees is communicated to beneficiaries in writing. In the case of Pensioners, dependents and beneficiaries need to be made aware of the implications of the annuity the member has bought.

7. What are the benefits and disadvantages of taking Early Retirement?

Whether to take early retirement or not should be a decision one has made earlier in their career. What determines if early retirement will be good for you is your savings. One should not just consider early retirement because it's available, take time to assess your situation and what you aspire to do once you have retired. More than often people take early retirement only to look for another job months later because what they are now experiencing out there is not what they had anticipated.

8. Why can't I get a single benefit statement for both my active and deferred accounts?

The system creates a new unique number for every new engagement. A member who has two records; one deferred and the other active would have two unique system numbers, which will only be merged on retirement hence the reason they receive two separate benefit statements. The records cannot be merged whilst the member is still active since these are two different records and chances are that the member would have withdrawn up to 33% when they initially exited resulting in that deferred record and if they were to exit before reaching early retirement age the law permits them to cash from the active record only.

9. What happens to my fund credit if I die before I start earning pension?

Your fund credit will be disbursed to your beneficiaries as it is at the time of your demise. Funds are distributed according to your submitted beneficiary nomination form. Please ensure that you renew your nominations every two years to keep your record up to date.

10. Can I choose to go on early retirement while at the same time I have been offered to take voluntary separation?

Yes, this is possible. Retirement at DPF is looked at based on your age only. If you qualify, you are free to start your retirement regardless of whether you have lost your job or not. Make sure that you indicate your wish to retire when you fill out your withdrawal form.