

Party responsible	Action	Due date	Notes
<b>Board</b>	Request identities of persons who will be personally liable in the case of contravention from the employer.	Annually	Use Annexure A to the Conduct Standard as provided by the FSCA in RF Notice 14 of 2022 to request the identities of persons who will become liable.
<b>Employer</b>	<p>Pay contributions to fund's bank account.</p> <p>Send contribution statement to fund administrator, accompanied by declaration.</p>	<p>7<sup>th</sup> of the following month</p> <p>15<sup>th</sup> of the following month</p> <p>If 7<sup>th</sup> or 15<sup>th</sup> is not a calendar day, the first business day thereafter</p>	<p><b>The contribution statement must include:</b></p> <p><b>Initial contribution statement</b></p> <p>Fund name; registration number; period in respect of which the contribution is payable; name and address of the employer; where an employer has multiple pay-points, the pay-point that made the deduction; the contact person responsible at the employer or pay-point dealing with enquiries relating to contribution statements and payment of contributions; the identity of the person(s) personally liable for compliance with section 13A.</p> <p><b>In respect of each member</b></p> <p>Full name; date of membership; date of birth, South African identity number or passport number; employer pay or industry number; income tax number; contact number; including (where available) cellphone number; email address (where available); postal address; residential address; annual pensionable emoluments; percentage and amount of contributions, split between member and employer contribution; and details of any additional voluntary contributions paid.</p> <p><b>Subsequent statements</b></p> <p>Any changes to the above information, such as changes in pensionable salary, as well as the membership number allocated to each member by the fund and any new members or terminations of membership.</p> <p><b>Declaration</b></p> <p>Made by the employer that all employees eligible to be members of the fund are accurately reflected in the minimum information.</p>
<b>Administrator</b>	<p>Reconcile contributions and statement</p> <p>Report in writing to the monitoring person if they cannot reconcile (other than where discrepancy is less than 2.5% of the total contribution payable for the relevant period), the contribution statement was not received, or any other transgression.</p>	Within 15 days of contribution statement due date	Reports must be in writing and copies must be kept by the administrator for audit and inspection purposes.

<b>Monitoring person or principal officer</b>	Report in writing to the board if non-compliance of payment of contributions or submission of the contribution statement occurred (unless the discrepancy is less than 2.5% of the total contribution payable for the period), or if previous non-compliance remains unresolved.	Within 7 days of receipt of the administrator's report	Reports must be in writing and copies must be kept for audit and inspection purposes.  If the principal officer does not act as monitoring person, the fund must appoint a monitoring person by application to the FSCA.
<b>Board</b>	Bring contravention of section 13A to the attention of affected members, or all members if affected members cannot be identified  and Report course of action to remedy the situation to the FSCA in the prescribed format, as well as adding details of the proposed course of action on the FSCA online system.	Within 30 days of monitoring person's report to board	Annexure B of RF Notice 14 of 2022 must be used to report to the FSCA.  FSCA online system under Arrear Contributions – section 13A.
<b>Board</b>	If contravention continues for a period of 90 days, report in sufficient detail to the SAPS  and  Bring to the attention of affected members, or all members if affected members cannot be identified.	Report to SAPS (nearest branch to fund's registered address) and members again within 14 days after the 90 days have expired (the 90 days start when the original 7 days have expired)	Annexure C of RF Notice 14 of 2022 must be used to report to the SAPS.  The FSCA now requests SAPS case numbers where funds have reported employers as having contributions in arrears, therefore verifying that criminal cases were opened.
<b>Board</b>	To interrupt prescription and to claim payment, the board should also institute civil proceedings to recover any outstanding amounts.	At any stage during the section 13A process	The fund should appoint attorneys to institute legal proceedings. The fund can also refer the case to the Pension Funds Adjudicator to obtain a warrant of execution if a determination is made in favour of the fund and the employer fails to comply with the order.