

## **SUBSIDIARY LEGISLATION**

to the Gazette of the United Republic of Tanzania No. 51 Vol. 84 dated 19<sup>th</sup> December, 2003  
Printed by the Government Printer, Dar es Salaam by Order of Government

GOVERNMENT NOTICE No. 406 published on 19/12/2003

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G.N. No. 406 (contd.)

~~GOVERNMENT NOTICE NO.~~ published on 19/12/2003

THE PUBLIC SERVICE RETIREMENT BENEFITS ACT, 1999  
(No. 2 OF 1999)

**REGULATIONS**

*Made under section 36*

THE PUBLIC SERVICE RETIREMENT BENEFITS REGULATIONS, 2003

PART I  
PRELIMINARY PROVISIONS

Citation

1.-(1) These Regulations may be cited as the Public Service Retirement Benefits Regulations, 2003.

(2) These Regulations shall come into operation on such date as the Minister may, by Notice in the *Gazette*, appoint.

Interpre-  
tation  
Act No.2  
of 1999

2. In these Regulations, unless the context otherwise requires-

- “Act” means the Public Service Retirement Benefits Act, 1999;
- “attesting witness” means and includes a Member of Parliament, a Judge or Magistrate, an Advocate, a Regional Commissioner, a District Commissioner, a public servant of or above the executive grade, a consular officer, a kadhi, an employee of the Local Government Service of or above the executive grade, a member of any religious organization, a bank official of or above supervisory grade or a qualified medical practitioner;
- “beneficiary” means a person receiving a benefit under the Act;
- “Board” means the Board of Trustees established under section 32 of the Act
- “claimant” means a person who has applied to the Fund for a benefit under the Act;
- “document” means any matter expressed or described upon any substance by means of letters, figures or marks, or by more than one of those means, intended to be used or may be used for the purpose of recording that matter;

“employee Registration Number” means a salary check number of the employee or any other number allocated by the Fund for purposes of identifying the employee;

employee or any other number allocated by the Fund for purposes of identifying the employee;

“Employer Registration Number” means the vote number of the employer or any other number allocated by the Fund for the purpose of identifying the employer;

“Fund” means the Public Service Pension Fund established under section 31 of the Act;

“Medical Board” means the Medical Board which may be established pursuant to section 65 of the Act;

“member” means an employee who is a member of the Public Service Pensions Fund or a person under the Act;

“membership card” means the identity card of a member issued by the Fund bearing employee's registration number;

“Minister” means the Minister responsible for finance;

“pensionable emoluments” means -

(a) in respect of Service in the public service includes salary in terms of the provisions of the Act;

(b) in respect of other public service, means emoluments which count for pension in accordance with the laws or regulations in force in that Service;

(c) when used in relation to an officer not holding a pensionable office, means the emoluments enjoyed by him which would have been pensionable emoluments if the office held by him had been a pensionable office;

“qualifying pensionable service” means -

(a) any period of continuous service rendered by a member since his becoming a member of the scheme and includes periods of absence from duty or leave with not less than half salary; and

(b) any period of continuous Service rendered by a member immediately prior to his becoming a member of the scheme during which he was employed by a public service on contract terms or on other than temporary terms, daily paid or casual basis and during which he was governed by any employees' terminal benefits scheme under which the terminal benefit or retirement took the form of payment of a pension, and includes any periods of absence from duty or leave with not less than half salary;

“Scheme” means the Public Service Pensions Scheme established under section 4 of the Act;

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G.N. No. 406 (contd.)

PART II  
REGISTRATION

Registra-  
tion by  
contribu-  
ting  
employee  
and  
employer

3.-(1) Every employee shall be required to register himself under Form No. PSPF-FN.1 as prescribed in the Schedule to these Regulations as a contributing employee.

(2) Form No. PSPF-FN.1 as set out in the Schedule to these Regulations shall have the following necessary information to be duly and truthfully completed by the contributing employee and employer:

- (a) name, gender, address and date of birth of the contributing employee;
- (b) coloured passport size photograph of the contributing employee;
- (c) date of first appointment or appointment on pensionable terms of contributing employee;
- (d) date of confirmation on pensionable terms of contributing employee;
- (e) signature of contributing employee;
- (f) names of contributing employer;
- (g) signature of the employer's representative.

(3) Notwithstanding the provisions of regulation (1) the Salary Check Number of an employee shall be regarded as his Fund Registration Number for the purposes of computing and identifying the member's retirement benefits under the Act.

(4) Every contributing employer covered under the Act shall be registered by the Fund using the employer's vote number or any other number allocated by the Fund for the purposes of registration.

(5) Every contributing employer under the Act shall be obliged to cause eligible employees employed by him to be registered as such with the Fund.

Employer  
to furnish  
appropri-  
ate  
forms

4. Every employer shall forthwith complete and forward to the Director General the appropriate Registration Forms for the names of all his employees registered with the Fund.

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G.N. No. 406 (contd.)

5.-(1) The Director General shall forward to every contributing employer an identity card for each member of the Fund and every employer to whom such a card is sent shall cause it to be handed to the employee concerned, and if the employee is no longer in his employment he shall return it to the Director General.

Issuance of membership card

(2) The Fund will issue an identity card to each member one year before the member's date of retirement.

6.-(1) Where a member's card is lost or destroyed, the member may apply to the Director General for replacement.

Replacement of membership card or employer's change of address

(2) Notwithstanding sub regulation (1) the Director General shall issue a replacement card, after obtaining from the member and his employer such information as may be required for the completion of replacement card and the member shall pay such a fee for the replaced card as the Board may prescribe.

7.-(1) Every member shall within thirty days notify the Director General in the appropriate Forms of his cessation of employment, transfer or change of employment, as the case may be.

Notification on transfer or change or cessation of employment

(2) Notwithstanding the provisions of sub regulation (1), every employer shall notify the Director General of the date when a member ceases to be in his employment and shall furnish the Director General such further information as the Director General may require.

(3) In case of any transfer or change of employment, the employer where the member has been transferred to, shall furnish the Director General such information regarding the member transferred to his office.

8. The forms in the Schedule to these Regulations shall be applicable, and where they are not applicable, forms of a like character with such variations as circumstances may require, shall be used for the purposes of the Act and these Regulations.

Forms

*Public Service Retirement Benefits*

G.N. No. 406 (contd.)

**PART III**  
**CONTRIBUTIONS AND MODE OF PAYMENT**

Payment  
of contri-  
butions

9.-(1) There shall be made and paid into the Fund the contribution by both the employer and employee.

(2) Every employer shall deduct five percentum of the employee's monthly salary, as a contribution towards the Fund.

(3) The employer's fifteen percentum of contributions shall be paid monthly to the Fund from the Consolidated Fund.

(4) Where an employer deducts a member's contribution from the member's salary in advance of the payment of that contribution to the Fund the employer shall remit such contribution to the Fund immediately within the same month.

(5) Every employer contributing to the Fund shall pay the amount due within one month after the end of each month in which the last day of contribution period to which it relates, falls.

(6) Where any contribution is not paid within the period prescribed under subsection (5), an employer shall be liable to pay a sum equal to five percentum of the amount unpaid as penalty for each month or part of a month following the date when the payment should have been made and the amount of the penalty shall be recovered as debt owing to the Fund by the employer.

Mode of  
payment

10. All contributions to the Fund, shall be paid to the Fund either-

- (a) by cheque drawn on any bank in Tanzania, delivered or sent by post to such office or offices of the Fund as may be designated for that purpose;
- (b) by telegraphic transfer;
- (c) by money order;
- (d) by electronic means; or
- (e) in such other manner as the Director General may authorize in any particular case or class of cases.

Payment  
of bene-  
fits

11. All pensionable emoluments to the members and/or beneficiaries shall be paid by the Fund either:

- (a) by cheque drawn on any bank in Tanzania, delivered or sent by post to such member or beneficiary;
- (b) by telegraphic transfer;
- (c) by money order;
- (d) by electronic means; or
- (e) by any other manner as the Director General may direct in any particular case or class of cases.

(2) Payments shall be made four times in each year at an interval of three months.

(3) Where a member applies to the Fund for an advance of his monthly pensionable emoluments, the Fund may consider to advance him such amount provided that the amount so advanced shall not exceed the sum equal to the amount that would be received by him as monthly pensionable emoluments in twelve months.

(4) The payment of monthly pensionable emoluments shall cease during the period in which the advance monthly pension subsists.

#### PART IV

##### DUTY TO KEEP AND MAINTAIN RECORDS

12.-(1) Every employer shall keep and maintain a record of employment in Form No. PSPF FN.2 as set out in the Schedule to these Regulations, in which he shall make necessary entries in respect of every member employed by him.

Record of  
employ-  
ment

(2) Every employer shall enter on a record of all contributions in respect of every member payable during the month on a Form No. PSPF FN.3 as set out in the Schedule to these Regulations and shall forward that record simultaneously with the appropriate contributions together with deduction sheets to the Director General.

13.-(1) Every employer shall send to the Fund a contributions report providing the following particulars-

Report in  
respect of  
contribu-  
tions

- (a) the employee's name;
- (b) the employee's Fund Registration Number; and
- (c) the amount of the employee's contribution.

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(2) The employer shall submit an original of the earnings and contributions report to the Fund and shall retain at least a copy for the employees.

Records  
main-  
tained  
by the  
employer

14. (1) The employer shall in every year provide to the Fund for each employee a report in Form No. PSPF-FN: 4 showing-

- (a) the employee's total salaries and pensionable earnings for the contribution period;
- (b) the employee's contribution for the year; and
- (c) the employer's contribution for the year.

(2) Every employer shall maintain a record for each employee whom he has engaged showing the following particulars:

- (a) the date of birth of an employee;
- (b) the dates on which the employee started and finished employment;
- (c) the date and amount of each payment of earnings to the employee;
- (d) the amount of each monthly employer's contribution to the Fund in respect of the employee; and
- (e) the amount of each monthly employee's contribution made to the Fund.

### PART V SERVICE AND BENEFITS

Continu-  
ous  
service

15. (1) Except as otherwise provided for in the Act or these Regulations, only continuous service rendered by a member shall be taken into account as qualifying service or as pensionable service.

(2) Notwithstanding the provisions of sub-regulation (1), any break in service caused by temporary suspension of employment arising from misconduct or voluntary resignation shall not be taken into account when computing pension.

(3) Subject to sub-regulations (1) and (2), when calculating pension in pursuance of these regulations, no account shall be taken for any purposes of the period during which he was not in the public service.

(4) For the purposes of computing the amount of a member's pension or gratuity, the following period shall be taken into account -

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S.G.M.Wo. 406 (contd.)

- (a) any period during which he has been on duty;
- (b) any period during which he has been absent from duty on leave with full or half salary;
- (c) any period during which he has been absent from duty but continued to pay employer's and employee's contributions; and
- (d) any period during which he has been absent from duty on leave without salary, if it is proved to the satisfaction of the Board that such leave was granted on grounds of the public policy, and any period during which he has been absent on leave, other than those specified above, shall be deducted from the member's total service in order to arrive at his period of pensionable service.

16.-(1) A member of the Fund shall apply for benefits by completing and delivering the appropriate application Form prescribed in the Schedule to these Regulations, accompanied by appropriate supporting documents to the office of the Fund.

Applica-  
tion  
for  
benefits

(2) In the case of a claim for retirement benefit, the claimant shall furnish the following, namely-

- (a) application Form No. PSPF -FN 6 as set out in the Schedule to these Regulations;
- (b) an identity card issued by the Fund; and
- (c) a letter of notification of retirement from Public Service.

(3) In the case of any early retirement benefit, the claimant shall furnish the following, namely-

- (a) application Form No. PSPF-FN 6 as set out in the Schedule to these Regulations;
- (b) an identity card issued by the Fund; and
- (c) a letter of notification of retirement from public service.

(4) In the case of an invalidity benefit, the claimant shall furnish the following, namely-

- (a) application Form No. PSPF-FN 7 as set out in the Schedule to these Regulations;
- (b) an identity card issued by the Fund;
- (c) a medical certificate set out in Form No. PSPF-FN7 which is the invalidity assessment from the Medical Board to certify the invalidity;

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No. 406 (contd.)

- (d) a letter of notification of retirement from public service; and  
(e) a medical certificate for children suffering from permanent invalidity, if any.

(5) In the case of death, gratuity, the claimant shall furnish-

- (a) the death certificate;  
(b) an appropriate application Form from the employer providing the information and particulars of the deceased person;  
(c) a letter of appointing him as the administrator of the deceased's estate;  
(d) deceased's identity card issued by the Fund;  
(e) evidence as to his identity; and  
(f) claimant's two passport size photographs.

(6) In the case of survivors' benefits, the claimant shall furnish the following, namely-

- (a) death certificate;  
(b) application Form No. PSPF -FN.8 from the employer providing the information and particulars of the deceased person;  
(c) one passport size photograph for each claimant;  
(d) certified copies of the children's birth certificates, if any;  
(e) certified copy of the widow's or widower's marriage certificate;  
(f) deceased identity card issued by the Fund; and  
(g) evidence as to the claimant's identity.

(7) In case of funeral grant the claimant shall furnish the following:

- (a) a death certificate of the deceased person or certificate from Ward Executive Secretary certifying occurrence of the death;  
(b) deceased's identity card issued by the Fund;  
(c) a letter of appointing him as the administrator of the deceased's estate; and  
(d) application Form No. PSPF -FN.9 as set out in the Schedule to these Regulations.

(8) In case of withdrawal benefit because of emigration, the claimant shall produce the following:

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- (a) a resident permit issued to him by the relevant authorities of the country in which he intends to reside;
- (b) a formal letter from the employer notifying his resignation; and
- (c) any other relevant documents, if any, to support the claim.

(9) In case of withdrawal, benefit because of marriage, the claimant shall furnish the following:

- (a) a lawfully acceptance marriage certificate certifying her marriage;
- (b) a formal letter from her employer signifying her giving up to employment; and
- (c) additional documents if any, to support the claim.

17. A member who applies and qualifies for retirement, invalidity or survivors benefit within the transition period shall be paid his benefits in accordance with the Pensions Ordinance.

Payment during transition period Cap. 371

18. A member who is about to retire shall notify the Director General in writing his intention to retire six months before the date of retirement.

Notification

19. A member shall not be entitled at any time to more than one benefit.

Entitlement

20. The Director General may require from the claimant -

Evidence to be produced

- (a) such further evidence of entitlement to a benefit as is in his opinion necessary to substantiate the claim for the benefit; and
- (b) the authentication by an attesting witness of the signature of the member to the application for a benefit.

21. The Director General may require any person who has made an application for a benefit to make a statutory declaration as to the truth of any statement of fact made by him in his application or in any evidence.

Declaration

22. The Director General may refer any claimant entitled to invalidity for examination by a Medical Board and may use the report as evidence in deciding the member's claim to the benefit.

Medical examination

## Public Service Retirement Benefits

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Payment  
of bene-  
fits

23. The Director General shall pay the amount of any benefit by cheque or any other suitable instrument of payment.

Delivery  
by  
post

24.-(1) The posting of a letter containing an instrument of payment sent pursuant to these Regulations, addressed to the person concerned at the address furnished by him shall, as regards to the liability of the Fund, be equivalent to the delivery of the instrument of the payment to the person to whom the letter was addressed.

(2) Subject to the provisions of sub-regulation (1), where it is certified that, the instrument of payment has been lost or destroyed, the Director General may issue a duplicate or other instrument of payment, on production of duly executed indemnity to the Fund.

Payments  
to  
disabled  
persons

25.-(1) Where the Director General is satisfied that a member is of unsound mind or is unfit to manage his own affairs and no person has been appointed in respect of that person, he may approve payment of the amount or part of it to any other person who satisfies that he is the proper person to receive the amount in that person's behalf and will apply the amount for the maintenance and benefit of the member under the invalidity benefits.

(2) The claimant under sub-regulation (1) shall produce a nomination certificate from the court showing that he is the person to receive the benefit and a medical certificate showing that the member is of unsound mind.

### PART VI EVIDENCE IN CLAIMS

Evidence  
support-  
ing appli-  
cation for  
benefits

26. Every member who makes a claim for a benefit shall furnish such certificates, documents, information, and any other evidence as the Board may reasonably require in order to establish his identity and his right to the benefit.

### PART VII CONTINUING ELIGIBILITY, SUSPENSIONS, TERMINATION OF BENEFITS AND ADMINISTRATIVE REVIEW

Verifica-  
tion of  
contin-  
ing eligi-  
bility of a  
benefi-  
ciary

27. In determining whether a benefit continues to be payable to a beneficiary, the Board shall use the following factors, namely—

- (a) the beneficiary's age; or
- (b) whether the beneficiary is alive; or

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- (c) whether the beneficiary is remarried; or
- (d) whether the beneficiary is engaged in full time education; or
- (e) whether the beneficiary's age is not more than twenty one years; or
- (f) whether the beneficiary has recovered from the impairment.

28. In determining whether the benefit is a survivors benefit, the Director General shall require-

Determi-  
nation of  
the  
survivors  
benefit

- (a) a spouse to report whether he has remarried; or
- (b) a child of the deceased member receiving a pension on the ground that he is engaged in full-time education, to report whether he has completed or withdrawn from full-time education; or
- (c) whether the beneficiary's age is more than twenty one years; or
- (d) whether the beneficiary is alive.

29.-( 1 ) The Director General shall suspend payment of periodic benefit for failure of the beneficiary to provide information required under regulation 27 necessary to determine continuing eligibility.

Suspensi-  
on for  
failure to  
comply  
with  
request  
for infor-  
mation

(2) The Director General shall notify the beneficiary of the intention to suspend payment within three months after the written inquiry sent to the beneficiary with no response to it.

(3) If within six months the beneficiary provides information confirming his eligibility, the Director General shall resume payments, reinstating payments for up to three previous months for which the member continued to meet eligibility requirements.

30.-(1) The Director General shall suspend payment of retirement benefit to a beneficiary for any period during which he is confined for a period of one year or more in a penal institution.

Suspensi-  
on bene-  
fits for  
persons in  
prison

(2) The Director General shall authorize payment to, or on behalf of the dependants of the prisoner of an amount not exceeding three- quarters of the benefit which would otherwise be payable, if he is satisfied that the dependants, immediately prior to prisoner's detention, were wholly or mainly maintained by the detainee.

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Suspension resulting from uncertain address of residence

- 31.—(1) The Director General shall suspend payment of a benefit if—
- (a) the bank record where the Fund makes payment to the beneficiary notifies the Director General that the beneficiary account has been closed or that the beneficiary is unknown;
  - (b) the post office returns mail addressed to the beneficiary at the address of record as undeliverable.

(2) Where the beneficiary provides a physical address his identity card and sufficient evidence as to his existence and reasons for not collecting the benefits, the Director General shall resume payments, reinstating suspended payments for up to three previous months provided the member continued to meet eligibility requirements during that time.

Administrative review of suspension, etc.

32. Any aggrieved member shall be entitled to request in writing to the Director General who shall then forward the request to the Board for an administrative review of a suspension, reduction or termination of a benefit.

Termination of a benefit

33. Where the Board terminates a benefit, the claimant shall be declared ineligible, and if the claimant is not satisfied by the decision of the Board he can appeal to the Minister for further consideration.

Grounds for termination

34. Eligibility for a benefit shall be terminated upon the following rounds, namely -

- (a) where the beneficiary has not re-established eligibility twelve months after suspension of a benefit; or
- (b) death of the beneficiary.

### PART VIII

#### REFUND OF EXCESS CONTRIBUTIONS, RECOVERY OF OVER PAYMENTS AND DETERMINATION

Refund of excess contributions

35.—(1) Where an excess contribution has occurred, the Director General shall refund to the member the amount deducted in excess of the correct contributions.

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G.N. No. 406 (contd.)

(2) Notwithstanding the provisions of sub-regulation (1)-

- (a) if the excess contribution was, in the opinion of the Director General, made erroneously due to gross negligence on the part of the person by whom it was made;
- (b) if the refund of such excess payment is not claimed within three years of the date on which it was made;
- (c) if the member in respect of whom it was made has withdrawn it as a benefit, such excess payment shall not be refunded and will be treated as if it has been properly made and credited to the records of the member in respect of whom it was made.

(3) Where any amount is due to the Fund from the person to whom refund of the amount paid in excess would otherwise be made, the Director General may retain the whole or any part of the excess payment and set it off against such amount as is due.

(4) No refund shall be made and no amount shall be offset under this regulation except with the consent of the Director General who may require the person by whom the excess payment was made to make a written application for refund and to furnish such information as he may require to determine the amount of the excess payment and the circumstances in which it occurred.

36. Where the beneficiary who has been overpaid is entitled to a monthly pension at the time of determination of the payment, the Director General shall not pay any monthly benefit to that beneficiary until the amount of the overpayment has been refunded.

Recovery from a living beneficiary from overpayment

37. Where a member who has received overpayment is at fault and dies before full recovery of the overpayment, the Director General shall not pay any monthly benefit to any survivors on his earnings record until the amount of the over payment has been refunded or adjusted accordingly.

Recovery from a beneficiary who dies before adjustment

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Recovery from a living beneficiary who is not at fault

38. Where the beneficiary is not at fault and where the Board determines that withholding the full amount of the monthly entitlement would deprive the beneficiary of income required for ordinary and necessary living expenses, the Board may effect the adjustment by withholding not less than five percent of the monthly benefit payable to the individual until the amount of the overpayment is paid.

Waiver of Recovery

39. The Board may waive recovery of an overpayment where -

- (a) the member on whose earnings record the overpayment was made, was not at fault; and
- (b) the beneficiary relying on the Fund, and on the basis of reasonable grounds for believing that he was entitled to that overpayment, incurred irreversible financial obligations or relinquished a valuable right.

### PART IX RECORDS

Director General to keep records of contributions

40. The Director General shall keep record of all contributions-

- (a) made by and on behalf of each employee contributing to the Fund, and of all payments made on the earnings record of each employee;
- (b) made by contributing employers and the identity of those on whose behalf each such employer has made contributions.

Access to records

41.-(1) Every member and contributing employer shall have the right to review and obtain copies of all their records maintained by the Fund.

(2) A person who is related to a deceased member on whose benefit he would be eligible to receive may, subject to sub-regulation (1) of regulation 26, review and obtain copy of the deceased person's record.

Statement of account

42. The Director General shall provide to any member who requests a record of his contributions to the Fund.

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G.N. No. 406 (contd.)

43. A member requesting to review a record of payment shall -

Request  
of  
record

- (a) make the request at the Fund's office in writing; or
- (b) identify himself by signature, or
- (c) by the provision of Public Service Pension Fund Card or by other means as will provide sure means of identification.

44.-( 1 ) The Director General shall correct the record where an employee or an employer shows, upon presentation of evidence, that the record is incomplete, untimely, or erroneous.

Correcti-  
on of  
records

(2) Where the Director General determines that there is no error in the record, he shall -

- (a) advise the member the reasons for the refusal to change; and
- (b) inform the member of his right to request a review of the denial and how to request such review.

45.-( 1 ) An Auditor appointed under section 48 of the Act shall review periodically at any reasonable time, the employers' source records on which the employee's earnings and contribution reports are based and any other form of information relating to liability to register or to contribute under the Act.

Auditing  
of  
accounts

(2) The Fund shall be obliged to send to the Controller and Auditor General a list of the prospective retirees six months before their due dates of retirement to verify whether the names of the persons named therein are genuine and the Controller and Auditor General shall be obliged to cause the findings of his verification to be availed to the Fund within three months before the payments are made to the retirees.

46. Where any form or document relating to the Fund is required to be signed by a member, it shall-

Signing of  
forms and  
docu-  
ments

- (a) in all cases invariably be marked with the impression of the right thumb of the member, or, if impression of the right thumb cannot for any reason be taken, by the impression of the left thumb, or if neither impression can be taken, by such other impression or mark as the Director General may direct;
- (b) be signed in writing, where a member is capable of signing in writing; and
- (c) the case of Form No. PSPF - FN. 1, witnessed and signed by the employer or his representative.

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G.N. No. 406 (contd.)

Incomplete in accurate documents

47.- (1) Where in the opinion of the Director General any document required to be completed under these Regulations is incomplete or inaccurate or is insufficiently clear to identify the person concerned he may return the document to the sender.

(2) The sender shall comply with all lawful directions given to him and shall, within one month of the receipt by him of the document complete and deliver a fresh document in place of it or return the original document duly corrected as the case may require.

PART X

MISCELLANEOUS PROVISIONS

Duty of employees

48. Every employee shall furnish to his employer all information and produce any document necessary for the completion of any form or information as prescribed by these Regulations and required to be made by his employer.

Notification of requirements to beneficiary

49. At the time of making payment of a benefit, the Director General shall notify the beneficiary, the claimant or the member-

- (a) of all requirements that apply in relation to the benefit; and
- (b) that the beneficiary shall be at fault if the Director General makes an overpayment that results from his failure to comply to any of the relevant requirements.

Medical Board

50. A claim to invalidity benefit shall be referred to a medical board to be appointed in close consultation with the Ministry of Health to determine, in the prescribed manner, whether the claimant is suffering from permanent invalidity.

Offences

51. Any person who knowingly makes any false statement or representation or produces or furnishes or causes to be produced or furnished any document or information which is false in a material particular commits an offence and is liable upon conviction to a fine not exceeding one hundred thousand shillings or to imprisonment for a term not exceeding two years or both.

Public Service Retirement Benefits

G.N. No. 406 (contd.)

52. The Pensions Gratuities and Other Allowances Regulations, 1957 are hereby revoked.

Revocati-  
on GN.  
No. 9 of  
1957

SCHEDULE

FORMS

PUBLIC SERVICE PENSIONS FUND

MEMBER'S REGISTRATION FORM

PSPF-FN. 1

Made under Regulation 3(1)

TO BE COMPLETED BY THE EMPLOYEE [BLOCK LETTERS]

AFFIX HERE  
EMPLOYEE'S  
PASSPORT SIZE  
PHOTOGRAPH

1. Employer's registration number
2. Employee's registration number
3. Surname
4. Other names
5. Sex [M/F]
6. Date of birth [dd/mm/yyyy]
7. Date of appointment on pensionable terms [dd/mm/yyyy]
8. Date of confirmation on pensionable terms [dd/mm/yyyy]
9. I do hereby certify and declare that all particulars as recorded above are correct and in accordance with my Identity Card.
10. Employee's Signature
11. Date [dd/mm/yyyy]
12. In the box provided impress a clear full right hand thumb of the employee.

TO BE COMPLETED BY THE EMPLOYER [BLOCK LETTERS]

13. I certify that the particulars of the employee as recorded above are correct and true and in accordance to his/her Identity Card and that his/her Right Thumb Impression was affixed in my presence.

## Public Service Retirement Benefits

G.N: No. 406 (contd.)

14. Employer Name and Address
15. Employer's Representative Signature
16. Designation
17. Date [dd/mm/yyyy]
18. Telephone  19. Fax  20. E-mail

Please Turn Over for Guidance on How to Fill in the Form.

PSPF-FN.I

### PUBLIC SERVICE PENSIONS FUND

#### FORM FILLING GUIDELINES AND GENERAL INFORMATION

- The information to be filled here is very important for preparation of terminal benefits for the contributing members.
- The employer has the right to verify the accuracy of the records and as such any form of cheating once identified will attract disciplinary action to the concerned officer.
- This form is to be filled in by an employee who is a member of the Public Service Pensions Fund.
- Employer Registration Number should be the respective Vote Number to completed in such a manner that the first numbers stand for the Ministry. Code to be followed by the department code as illustrated hereunder.  
Example.. Ministry: Treasury 50  
Dept.: Pension: 701  
Therefore the Employer's Registration number will be 50701.
- The employee registration number should be the Payroll Check Number.
- Employee particulars must be written in accordance with particulars in his/her Personal Open File. Do not shorten or make amendments.
- Where day and month of birth date are missing assume 30<sup>th</sup> June of the respective year of birth.
- Two forms each affixed with passport size photograph must be completed.
- The form must be signed by DAP or any other officer with the salary scale not below TGS 17 in the Employer's Representative box.
- Distribution of the form is that one goes to the PSPF and the other retained by the employer.
- Date of Appointment on pensionable terms [dd/mm/yyyy]
- Terms of service on 1<sup>st</sup> Appointment. Daily  Operational   
Temporary Subordinate Service.







**PUBLIC SERVICE RETIREMENT BENEFITS ACT No. 2 OF 1999**

*Made under section 36*

**PUBLIC SERVICE PENSION FUND**

**ARREARS REMITTANCE STATEMENT**

This Form together with a remittance for the total arrears of contributions must be sent to the PUBLIC SERVICE PENSION FUND, together with .....(PSPF-FN. 3). The amount shown in this form must NOT be included in.....(form.....)

EMP' REF. No.													
Name of employer:													
Address:													
Town:													
Telephone No.													

Please complete the details of monthly arrears of contributions due. If the space provided is insufficient, more than one form should be used.

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total

The total contributions are recorded in the Attached.....(Form.....)

Cheque/Money Order/Postal Order/Bank Draft No.....enclose

**FOR PSPF USE ONLY**

CODE	START	END	INT	DIV

2016

Public Service Retirement Benefits

PSPF - FN. 6

PUBLIC SERVICE PENSIONS FUND



APPLICATION FOR RETIREMENT PENSION

Made under Regulation, 16(2)

(TO BE COMPLETED BY THE RETIRED OR AN INVALID MEMBER IN CAPITAL LETTERS)

WARNING: Any person who for the purpose of obtaining any benefit for himself or some other person makes any false statement or representation, or produces or causes to be produced or furnished any document or information which he knows to be False in material particular, commits an offence under the Public Service Retirement Benefits (No. 2 of 1999).

A. PARTICULARS OF A MEMBER:

- 1. Registration Number
2. Surname
3. Other names
4. Previous/Maiden names
5. Nationality
6. Date of Birth
7. Permanent/Address

B. MEMBERSHIP PARTICULARS:

- 1. Date joined the Scheme
2. Place
3. Date of Retirement/Invalidity
4. Cause of Invalidity
5. Reason for Retirement: (Please tick the appropriate)
(i) Attainment of pension age
(ii) Early Retirement
(iii) Invalidity Benefit
(iv) Change from Invalidity Pension
6. Name and Address of last Employer

*Public Service Retirement Benefits*

G.N. No. 406 (contd.)

C. DOCUMENTS TO SUPPORT THE CLAIM:

I attach the following documents depending on type of claim (Please tick):

- (i) Membership card [ ]
- (ii) Personal Record Form certified by the employer [ ]
- (iii) Medical certificate of Invalidation [ ]
- (iv) Letter of Retirement/Termination [ ]

D. AUTHORITY FOR GRATUITY PAYMENT:

I authorize my employer to collect cheque on my behalf.

.....

.....

E. DECLARATION OF APPLICANT:

I declare that Statements given in form are true to the best of my knowledge and belief.

..... [ ] Right hand

Signature of the Claimant [ ] Left hand

Date.....

Thumb print

Thumb print

Signature of Attesting witness

(only necessary if the applicant is unable to write)

FOR OFFICIAL USE

F. PENSIONS OFFICE DECISION:

Comments by an authorizing officer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attesting witness includes member of Parliament, Judge or Magistrate, Advocate, District Commissioner, Regional Commissioner, Minister of Religion or Member of the Medical Board of PSPF.

Delete out whichever is in appropriate

Public Service Retirement Benefits

G.N. No. 406 (contd.)

PSRF-FIN. 1

PUBLIC SERVICE RETIREMENT BENEFITS ACT, 1999

(No.2 of 1999)

PUBLIC SERVICE PENSIONS FUND

MEDICAL CERTIFICATION

Made under Regulation 16(4)(c)

PLEASE TAKE NOTE THAT ANY PERSON WHO MAKES ANY INCORRECT OR UNTRUE STATEMENT OR PRODUCE OR FURNISH ANY FALSE DOCUMENT IN ANY MATERIAL PARTICULARS SHALL BE GUILTY OF AN OFFENCE AND SHALL RENDER HIMSELF LIABLE TO BE FINED, IMPRISONED OR BOTH.

1.

MEMBER'S NAME ACCORDING TO I.C.	MEMBERSHIP NO.	IDENTITY CARD NO.

2. I, the under signed medical practitioner, having been appointed as a Medical Board by the Government. I have examined the above named member on \_\_\_\_\_

3.\*(a) I am of the opinion that this member is physically\*/mentally incapacitated from engaging in any further employment for the following reasons:-

Insert here the reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) I am NOT of the opinion that this member is physically\*/mentally Incapacitated from engaging in any further employment for the following reasons:-

State the health of the member \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If the above named member is physically\*/mentally incapacitated, the following should also be completed.

(a) Is the above named member's physical\*/mental Incapacity of such a nature as to prevent him/her from managing his/her own affairs?

(b) Is it prudent for the fund to effect direct payment to him/her?

5. Please state any additional recommendation. State 'NIL' if there is no additional recommendation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please delete whichever is inapplicable.

*Public Service Retirement Benefits*

G.N. No. 406 (contd.)

PSPF-FN.7

PUBLIC SERVICE RETIREMENT BENEFITS ACT NO.2 OF 1999

NOTE: The Thumb impression of the member must be affixed in the presence of a medical practitioner Appointed by the PSPF Board.

LEFT AND RIGHT THUMB IMPRESSION OF THE MEMBER (MUST BE CLEARLY AND FULLY AFFIXED)	<u>LEFT</u>	<u>RIGHT</u>
---	-------------	--------------

MEDICAL PRACTITIONER'S DECLARATION

"I hereby declare and confirm that the applicant's particulars stated above are in accordance with \*his/her \* Identity Card of which I have personally examined and the applicant has duly affixed \*his/her left and right thumb impression before me"

Full Name of Medical Pratictioner: \_\_\_\_\_

I.C. NO. of Medical Practitioner: \_\_\_\_\_

Address of Medical Practitioner: \_\_\_\_\_

Signature of Medical Practitioner: \_\_\_\_\_

Designation and Official Stamp: \_\_\_\_\_

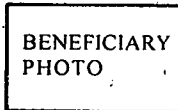
Date \_\_\_\_\_

\*Please delete whichever is inapplicable:

PSPF-FN.8

PUBLIC SERVICE PENSIONS FUND

PUBLIC SERVICE PENSIONS FUND



APPLICATION FOR SURVIVOR'S BENEFIT PENSION

*Made under Regulation 16(6)*

(TO BE COMPLETED BY THE DEPENDANT OF THE DECEASED MEMBER IN CAPITAL LETTERS)

WARNING: Any person who for the purpose of obtaining any benefit for himself or some other person-Makes any false statement or representation or produce or caused or furnished any document or information which he knows to be false in material particular, is guilty of an offence under Public Service Pension Fund Act. (No.2 of 1999).

*Public Service Retirement Benefits*

G.N.No-406 (contd.)

**A: PARTICULARS OF A DECEASED MEMBER.**

1. Surname \_\_\_\_\_
2. Other Names \_\_\_\_\_
3. Father Name \_\_\_\_\_
4. Mother Name \_\_\_\_\_
5. Death Certificate No. \_\_\_\_\_
6. Date of Death \_\_\_\_\_
7. Place of Birth \_\_\_\_\_
8. PSPF Registration No. \_\_\_\_\_
9. Name of the last Employer. \_\_\_\_\_

**B: CLAIMANTS PARTICULARS:**

1. Surname \_\_\_\_\_
2. Other Names \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Place of Domicile \_\_\_\_\_ Sex \_\_\_\_\_
5. Address: \_\_\_\_\_

6. Relationship with deceased person \_\_\_\_\_

1. In case of polygamous marriage. Please list the spouses:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

**C: PARTICULARS OF SURVIVING CHILDREN**

I. Name of children who are under the age of 18 or 21 years if receiving full time education.

Name in Full	Date of Birth	Place of Birth	Address	Occupation

*Public Service Retirement Benefits*

G.N. No. 406 (contd.)

**D: OTHER CLAIMS LODGED BY THE CLAIMANT**

Have you ever applied for or are you in receipt of any benefit under PSPF? If YES. State:

- (i) Type of benefit \_\_\_\_\_
- (ii) Date of Lodged \_\_\_\_\_
- (iii) Office Lodged \_\_\_\_\_
- (iv) Amount of benefit \_\_\_\_\_
- (v) Other comments \_\_\_\_\_

**E: DOCUMENTS TO SUPPORT THE CLAIM**

I attach the following documents to support my claims:

- (i) Photocopies of Birth certificates (If claimant is a child of deceased).
- (ii) Certification from school/college i.e. those above 21 and schooling).
- (iii) Marriage certificate (If the claimant is a spouse)
- (iv) Death certificate (or any other document to support occurrence of death) of the Deceased member.
- (v) Medical certificate for children suffering from permanent invalidity.

PSPF-FN.8

**PUBLIC SERVICE PENSIONS FUND**

**PAYMENT INSTRUCTION:**

Please pay my benefit cheque

- (i) Through \_\_\_\_\_ Bank \_\_\_\_\_ Branch Account No. \_\_\_\_\_  
Town \_\_\_\_\_ or \_\_\_\_\_
- (ii) To be collected at PSPF office \_\_\_\_\_
- (iii) To be posted to the following address \_\_\_\_\_

**DECLARATION OF APPLICANT**

I declare that the statements given in this form are true to the best of my knowledge and

\_\_\_\_\_  
Signature of Claimant  Right Thumb Print RTP

Date \_\_\_\_\_  Left Thumb Print LTP

\_\_\_\_\_  
Signature of Attesting witness  
(only necessary if applicant is unable to write)

*Public Service Retirement Benefits*

G.N. No. 406 (contd.)

OFFICIAL USE  
PENSIONS OFFICE DECISION  
Comments by an authorizing officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designation \_\_\_\_\_

Official stamp \_\_\_\_\_

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Attesting witness includes member of Parliament, Judge or Magistrate, Advocate, District Commissioner, Regional Commissioner, Minister of Religion or Member of the Board of PSPF.

PSPF -FN. 9

PUBLIC SERVICE PENSIONS FUND

PUBLIC SERVICE RETIREMENT BENEFITS ACT, NO.2 OF 1999  
PUBLIC SERVICE PENSIONS FUND



APPLICATION FOR FUNERAL GRANT

(TO BE COMPLETED BY AUTHORIZED MEMBER OF THE FAMILY OF THE DECEASED PERSON)

WARNING: Any person who for the purpose of obtaining any benefit for himself or some Other person makes any false statement or representation or produce or cause to be produced or furnished any document or information which he knows to be false in material particular, is guilty of an offence under the Public Service Pension Fund Act (No.2 of 1999)

*Public Service Retirement Benefits*

G.N. No. 406 (contd.)

A. PARTICULARS OF A DECEASED MEMBER

1. Surname \_\_\_\_\_
2. Other Names \_\_\_\_\_
3. Previous/Maiden Name \_\_\_\_\_
4. Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_
6. Death Certificate Number \_\_\_\_\_
7. Date of Death \_\_\_\_\_
8. PSPF Registration Number \_\_\_\_\_
9. Name of the last employer \_\_\_\_\_
0. Number of the employer \_\_\_\_\_

PSPF-FN.9

PUBLIC SERVICE PENSIONS FUND

B: CLAIMANT'S PARTICULARS

1. Surname \_\_\_\_\_
2. Othername \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Place of Birth \_\_\_\_\_
5. PSPF Registration No. (If any) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
7. Relationship with a deceased person \_\_\_\_\_

C: DOCUMENTS TO SUPPORT THE CLAIM

I attach the following document to support my claim:-

- (i) Certificate for the death of the deceased person or certificate from ward Secretary certifying occurrence of the death.
- (iii) Agreement of the family of the deceased for the nominated claimant for funeral grant.

D: PAYMENT INSTRUCTION

Please pay my benefit cheque

Through \_\_\_\_\_ Bank \_\_\_\_\_ Branch /  
Account No. \_\_\_\_\_ Town \_\_\_\_\_ or

(i) To be collected at PSPF office. \_\_\_\_\_ or

Rectification of Printing Errors (The Banking and Financial Institutions)

G.N. No. 406 (contd.)

(ii) To be posted to the following address

\_\_\_\_\_  
\_\_\_\_\_

**E: DECLARATION OF APPLICANT**

I declare that the statements given in this form are true to the best of my knowledge and belief.

..... Right Hand  
Signature of Claimant ..... Thumb Print  
RHT

Date .....

..... Left Hand  
Signature of Attesting witness ..... Thumb Print

Dar es Salaam,  
4<sup>th</sup> December, 2003

BASIL P. MRAMBA,  
*Minister for Finance*

GOVERNMENT NOTICE No. 407 published on 19/12/2003

THE INTERPRETATION OF LAWS AND GENERAL CLAUSES  
ACT, 1972

\_\_\_\_\_  
(No.30 of 1972)  
\_\_\_\_\_

**ORDER**

\_\_\_\_\_  
*Made under section 21*  
\_\_\_\_\_

THE RECTIFICATION OF PRINTING ERRORS (THE BANKING AND FINANCIAL  
INSTITUTIONS) ORDER, 2003

1. This Order may be cited as the Rectification of Printing Errors  
(The Banking and Financial Institutions) Order, 2003.

Citation