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## POLICY CIRCULAR LETTER NUMBER 31 OF 12 NOVEMBER 2020

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### **SUBJECT: APPOINTMENT OF INAUGURAL BOARD OF TRUSTEES OF ZIMTA BEREAVEMENT, RETIREMENT AND PROVIDENT FUND (ZBRPF)**

#### **1.0 INTRODUCTION**

- 1.1 This policy circular informs you that ZIMTA is in the process of identifying amongst its membership people who will hold the office of trustees for the newly established and consolidated ZIMTA Bereavement, Retirement and Provident Fund (ZBRPF).
- 1.2 The Fund has now been registered under IPEC in compliance with the laws of Zimbabwe and as identified by the 2018 and 2019 Financial Audits.
- 1.3 Identified members for the inaugural Board of Trustees that will run the affairs of ZBRPF for the next five (5) years, will receive letters of appointment soon and will be expected to undergo induction and training in the next fourteen (14) days.

#### **2.0 PRINCIPLES FOR THE COMPOSITION OF TRUSTEES**

- 2.1 The selection of trustees is guided by the following principles.
  - 2.1.1 ZIMTA Bereavement, Retirement and Provident Fund (ZBRPF) member representation, four (4) people drawn from a cluster of Provinces.
  - 2.1.2 Shareholder (ZIMTA) representatives, three (3) people drawn from the Executive and fulltime employees.

**Standing Committee:** Mr. R. Gundane (National President), Mrs. E. Mahiyana (National Deputy President), Mr. T. Muzondo (National Deputy President), Mr. T.N. Sibanda (National Secretary General), Mr. J. Mulilo (National Treasurer),

**Secretariat:** Dr. S. Ndlovu (Chief Executive Officer), Mr. P. Mazibuko (Chief Human Resources & Operations Officer), Mr. L. Charumbuka (Chief Financial Officer)

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2.1.3 Two (2) women member representatives, drawn from Executive leadership.

2.1.4 One (1) person, appointed for special skills or professional skill and attributes relating to the fund mandates.

### **3.0 PROVINCIAL CLUSTERS FOR PURPOSE OF APPOINTING MEMBER REPRESENTATION TRUSTEE**

3.1 For the purpose of selection of member representative trustee, Provinces were clustered into four (4) regions that averaged ten thousand ZBRPF membership as of October 2020.

3.2 The clusters are as follows.

3.2.1 Cluster 1 - Bulawayo Metropolitan  
- Matabeleland North  
- Matabeleland South

3.2.2 Cluster 2 - Harare Metropolitan  
- Mashonaland Central  
- Mashonaland West

3.2.3 Cluster 3 - Manicaland  
- Mashonaland East

3.2.4 Cluster 4 - Masvingo  
- Midlands

3.3 The major shareholder (ZIMTA) representatives. These appointments are positional appointments and are meant to tighten the links between ZIMTA, the shareholders and the unit ZBRPF.

### **4.0 ANNOUNCEMENT OF APPOINTMENT**

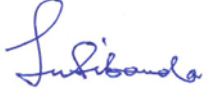
4.1 The appointed candidates have a responsibility to turnaround the fortunes of the ZBRPF and deliver competitive benefits to members. Successful candidates for the inaugural trustees will be announced once their confirmation has been received.

### **5.0 CONCLUSION**

5.1 The ZBRPF kicks in this month, November 2020, to that end all provinces will surrender a certain portion of their fund to ZB Bank the Managers of the fund and IPEC will be inspecting compliance by 30 November 2020.

- 5.2 It is important that all provinces budget for no less than fifty percent (50%) of their current revenue collection on the fund as contributions to this consolidated ZBRPF. This will prevent the classification of the fund as a distressed fund which needs deeper scrutiny or at worst judicial management.
- 5.3 Details about transitional provisions will be finalized by the incoming board of trustees.

Yours sincerely



Sibanda Tapson N.

**NATIONAL SECRETARY GENERAL**

