



Dear Employer,

MAKING REMITTANCES INTO UBA PFC/FCMB PENSIONS CONTRIBUTION ACCOUNT

Please find below the procedures for remitting your employee pension contributions into their Retirement Savings Accounts (RSAs) with us.

A cheque for the total contribution should be issued to "UPCL/FCMB Pensions RSA Contribution Account". The cheque, deposits slip (whose booklet you should have requested for from your account officer) and a hard copy of the contribution schedule should be lodged into the **UPCL/FCMB Pensions RSA Contribution Account**, Number **1005385514**, with the nearest UBA Plc Branch to you. All pension remittances are in naira denomination.

The Contribution schedule should be in the form of a table with the following details in the header: **Contribution Period, Employer Name and Employer Code (This is mandatory for processing of pension contributions)**; and with the following details on each Employee Record: **Personal Identification Number (PIN), Surname, First Name, Other Name (if any), File Number/Staff ID (if any), Employee Contribution, Employer Contribution, Additional/Voluntary Contribution (if any) and Total Contribution**. Note that each employee must have his/her PIN from FCMB Pensions and submitted to you before he/she is scheduled in your remittances.

Where remittances are to be made via e-payment mode, you simply instruct your Bankers to transfer the remittance sum to above specified account with sort code **033153665**.

Lastly and very importantly, concurrent with payments or before payments are made to UBA, an electronic version in Excel File Format of the contribution schedule should be sent to us via email to: econtributions@fcmbpensions.com with copy to info@fcmbpensions.com. **Sample copy of schedule is attached.**

Adherence to the above will ensure that contributions are uploaded into your employees' RSAs completely, accurately and without delay.

Where you are unsure of your Account Officer or you need further clarification, please feel free to contact our call centre on **08059580002 or 08032752888** or via email on **info@fcmbpensions.com**.

Thank you.

BANK DETAILS

PFA: FCMB Pensions Limited
Account Name: UPCL/FCMB Pensions RSA Contribution Account
Account Number: 1005385514
Bank: United Bank for Africa PLC
Branch Sort Code: 033153665