

Tanzania

Public Service Retirement Benefits Act

Public Service Retirement Benefits Regulations, 2003 Government Notice 406 of 2003

Legislation as at 25 August 2006

Note: There are **outstanding amendments** that have not yet been applied:
Government Notice 62 of 2011.

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Tanzania

Public Service Retirement Benefits Act

Public Service Retirement Benefits Regulations, 2003

Government Notice 406 of 2003

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Assented to on 4 December 2003

Commenced

[This is the version of this document as it was from 25 August 2006 to 3 February 2011.]

[Amended by Public Service Retirement Benefits (Amendment) Regulations, 2006 (Government Notice 111 of 2006) on 25 August 2006]

[Made under section 36]

Part I – Preliminary provisions

1. Citation

- (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.

2. Interpretation

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 or 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 of the 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;

[Act No. 2 of 1999]

Part II – Registration

3. Registration by contributing employee and employer

- (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 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.

4. Employer to furnish appropriate forms

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

5. Issuance of membership card

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

6. Replacement of membership card or employer's change of address

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

7. Notification on transfer or change or cessation of employment

- (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.
- (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. Forms

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.

Part III – Contributions and mode of payment

9. Payment of contributions

- (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.

10. Mode of payment

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.

11. Payment of benefits

All pensionable emoluments to the member 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. Record of employment

- (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.
- (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 EN.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. Report in respect of contributions

- (1) Every employer shall send to the Fund a contributions report providing the following particulars—
 - (a) the employee's name;
 - (b) the employee's Fund Registration Number; and
 - (c) the amount of the employee's contribution.
- (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.

14. Records maintained by the employer

- (1) The employer shall in every year provide to the Fund for each employee 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

15. Continuous service

- (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—
 - (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 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. Application for benefits

- (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.
- (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;
 - (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 -FN9 as set out in the Schedule to these Regulations.
- (8) In case of withdrawal benefit because of emigration, the claimant shall produce the following:
- (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.
- (10) The sum of two hundred thousands shillings shall be payable by the Fund to the beneficiaries as funeral grant upon the death of a member.

[subsection (10) added by section 2 of [Government Notice 111 of 2006](#)]

17. Payment during transition period

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.

[Cap. 371]

18. Notification

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.

19. Entitlement

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

20. Evidence to be produced

The Director General may require from the claimant—

- (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. Declaration

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.

22. Medical examination

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.

23. Payment of benefits

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

24. Delivery by post

- (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.

25. Payments to disabled persons

- (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.

25A. Qualification for grant of loan

- (1) A member shall be entitled for a grant of a loan under the scheme if that member satisfies that—
 - (a) he was in employment for at least fifteen years;
 - (b) he has the maximum remaining employment period before retirement of not more than five years;
 - (c) the loan amount applied for does not exceed one half of the total gratuity payable to that member at the time of retirement as on the date of loan application;
 - (d) monthly deduction would not exceed one third of the basic salary; and
 - (e) he has obtained employer's consent by filling a special loan application form;
- (2) Upon retirement from service the member's remaining loan balance shall be recovered from the retirement benefits and shall disclose whether he has other loans guaranteed by the employer.
- (3) The loan applied for shall be secured both by the title deed of the landed property on which the house is to be built or has been built and by the member's retirement benefits.
- (4) The loan shall attract an interest whose rate shall be determined by the Board.
- (5) A member who fulfils the requirements for a grant of the loan shall be required to execute the agreement with the Fund by filling forms:
 - (a) Member's Loan Request Form No. ML 1;
 - (b) Loan Agreement Form No. ML 2;
 - (c) Mortgage Deed Form No. ML 3;
 - (d) Deed of Assignment of Retirement Benefit Form ML No. 4; and
 - (e) Member's Declaration Form ML No. 5

[section 25A added by section 3 of [Government Notice 111 of 2006](#)]

Part VI – Evidence in claims

26. Evidence supporting application for benefits

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

27. Verification of continuing eligibility of a beneficiary

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
- (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. Determination of the survivors benefit

In determining whether the benefit is a survivors benefit, the Director General shall require—

- (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. Suspension for failure to comply with request for information

- (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.
- (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. Suspension benefits for persons in prison

- (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.
- (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.

31. Suspension resulting from uncertain address of residence

- (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 address 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.

32. Administrative review of suspension, etc.

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.

33. Termination of a benefit

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.

34. Grounds for termination

Eligibility for a benefit shall be terminated upon the following grounds, 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

35. Refund of excess contributions

- (1) Where an excess contribution has occurred, the Director General shall refund to the member the amount deducted in excess of the correct contributions.
- (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. Recovery from a living beneficiary from overpayment

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.

37. Recovery from a beneficiary a beneficiary who dies before adjustment

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.

38. Recovery from a living beneficiary who is not at fault

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.

39. Waiver of recovery

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**40. Director general to keep records of contributions**

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.

41. Access to records

- (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.

42. Statement of account

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

43. Request of record

A member requesting to review a record of payment shall—

- (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. Correction of records

- (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.

- (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. Auditing of accounts

- (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.
- (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. Signing of forms and documents

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

- (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.

47. Incomplete or inaccurate documents

- (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

48. Duty of employees

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.

49. Notification of requirements to beneficiary

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.

50. Medical Board

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.

51. Offences

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.

52. Revocation

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

[GN. No. 9 of 1957]

Schedule**Forms**

[Editorial note: The forms have not been reproduced.]