



Dear Employer,

**MAKING REMITTANCES INTO UBA PFC/LEGACY PFA CONTRIBUTIONS 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 "UBA PFC/Legacy Pension 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 UBA PFC/Legacy Pension 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 Legacy Pension Managers 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@legacypension.com](mailto:econtributions@legacypension.com) with copy to [info@legacypension.com](mailto:info@legacypension.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, 08032752888 and 07080633004** or via email on **[info@legacypension.com](mailto:info@legacypension.com)**.

Thank you.

**BANK DETAILS**

**PFA: Legacy Pension Managers Limited**

**Account Name: UBA PFC/Legacy Pension RSA Contribution Account**

**Account Number: 1005385514**

**Bank: United Bank for Africa PLC**

**Branch Sort Code: 033153665**