

KNOW YOUR BENEFITS



GIPF

Government Institutions
Pension Fund

To guard, and to grow.





| Vision

To be a member focused and globally leading pension fund.

| Mission

To safeguard and grow the Fund for the benefit of our members and their beneficiaries.

| Our Values



Teamwork

We will work together as a team in support of one another in fulfilment of our mandate.



Service Excellence

We will strive to deliver a positive and professional member experience in an efficient manner.



Integrity

We will always be honest, fair, transparent, ethical and trustworthy in everything we do.

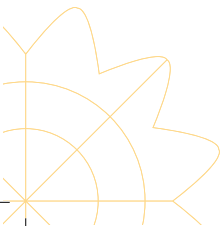


Care

We will be empathetic in our interactions with our members and responsive to their needs.

| Ethos

To positively impact the communities and the environment in which our members reside.



Who is GIPF?

The Government Institutions Pension Fund (GIPF) is a pension fund established by the Namibian Government to provide pension and related benefits to civil servants and employees of institutions created by Acts of Parliament. GIPF operates as a defined benefit fund governed by the fund rules, regulations and applicable acts.

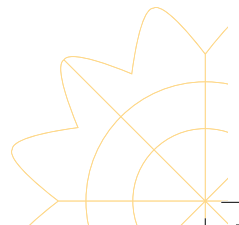
What is a defined benefit pension fund?

A defined benefit pension fund provides guaranteed pension benefits to its members.

The benefits are defined in terms of the rules of the Fund. The calculations of most benefits are based on the final average salary, age and the number of years that the member contributed to the Fund. It also means that should the Fund be unable to fulfil its promise to its members, the employer undertakes to provide the benefits as promised.

Who manages the Fund?

The strategic leadership of the GIPF is entrusted to a Board of Trustees comprised of nine trustees, six appointed by the government and the remaining three are nominated by organised labour unions, with one from the Namibia National Teachers' Union (NANTU) and two from the Namibian Public Workers' Union (NAPWU). The Trustees serve a three-year term, renewable at the discretion of the appointing authority.



The Board of Trustees has established within itself committees that deal with investments, rules and benefits. To fulfil their fiduciary responsibilities, the Board thoroughly investigates and monitors Fund matters to ensure that the Fund achieves unqualified audit reports and provides professional and efficient services to its members. GIPF employs staff members who administer the Fund.

The Fund's operations are headed by a Chief Executive Officer/ Principal Officer, who also serves as the Principal Officer. In addition to its headquarters in Windhoek, GIPF has regional offices located in Eenhana, Gobabis, Grootfontein, Katima Mulilo, Keetmanshoop, Mariental, Nkurenkuru, Ondangwa, Opuwo, Oshakati, Otjiwarongo, Outapi, Rundu and Swakopmund.

How does one become a GIPF member?

Membership in GIPF is a compulsory condition of employment for all civil servants working for the Government of the Republic of Namibia and employees of participating institutions.

How much do members contribute to the Fund?

Benefits are funded by both the member and the employer. A member contributes an amount equal to 7% of their monthly basic salary (also known as emoluments) to the Fund, while the employer contributes 16%. These contributions are used to provide the benefits guaranteed in accordance with the Rules of the Fund.

What type of benefits does GIPF offer?

GIPF offers the following pension benefits:

- Normal Retirement
- Early-age Retirement
- Resignation/dismissal



- Retrenchment Benefit
- Disability benefit
- Ill-Health Retirement
- Death benefits
 - Death Before Retirement
 - Death After Retirement
- Funeral benefits

Who are the members of GIPF?

- Active members,
- Pensioners and,
- Qualifying children and spouses.

Real value pension benefits

GIPF provides exceptional benefits to its members, which is one of the significant incentives for civil servants to remain in the public service. Offering competitive and comprehensive staff benefits is crucial for businesses to attract and retain valuable employees. Failure to do so can lead to the loss of key personnel.









ACTIVE MEMBERS

Active members of the Government Institutions Pension Fund (GIPF) are either employees of the Government of Namibia or participating institutions. As a condition of service, a GIPF member makes monthly contributions to the Fund.



GIPF active members

Active members of the GIPF are either employees of the Government of Namibia or participating institutions. As a condition of service, a GIPF member contributes monthly to the Fund.

A member exits the Fund upon retirement, death, resignation or when their membership lapses.

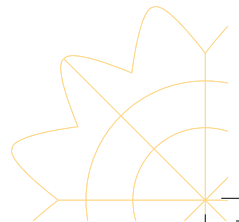
How does one become a GIPF member?

Becoming a member of GIPF is one of the conditions of service for civil servants and employees of participating institutions. To be admitted to the Fund, a member needs to have a membership admission form completed on their behalf by the Human Resources (HR) Officer.

They must provide accurate and up-to-date personal information. A member is required to submit certified copies of their personal documents and those of their dependents, i.e., identification documents, marriage certificate, full birth certificates, and proof of registration as a taxpayer.

How much does a member contribute to GIPF?

Once an individual becomes a GIPF member, they will contribute 7% of their monthly basic salary, and their employer will pay an additional 16%. This monthly contribution is deducted directly from the member's salary and appears on their payslip.



**What steps
should
members
take if any
of their
personal
details have
changed?**

If any of the member's personal details have changed, it is important to know what to do. Below is a list of information that may need to be updated:

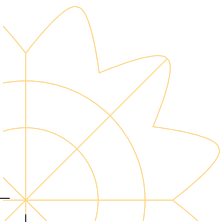
- Name, surname, identity number and marital status. If the member moves from one participating employer to another, they do not need to claim their benefits. This will give them a golden opportunity for their membership to continue uninterrupted.

Please note that the Fund will not change a member's information without written instructions and adequate proof of change from the employer or member/pensioner/beneficiary.

Therefore, it is important to:

- Communicate all changes in personal details through the member's HR office.
- Always submit relevant supporting documents. If a member gets married or has a child, please submit certified copies of the marriage certificate and/or a full birth certificate of the child.
- If there are changes to the member's date of birth or ID number, please provide the Fund with an identification document from the Ministry of Home Affairs that confirms such amendments.

After communicating changes to HR, members should complete and submit an amendment form to GIPF. By following these steps, they can ensure that their personal information is updated accurately and in a timely manner.



What is a beneficiary nomination form?

A beneficiary nomination form is a document that guides the Trustees of the Fund in determining how to allocate benefits to a member's dependents in the event of their death while in service or within the guaranteed period. When the member joins the Fund, their Human Resources Officer will ask them to complete this form. They will need to list their dependents and nominees on the form.

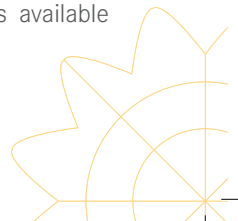
A dependent is a person a member is legally liable to maintain, for example, the member's spouse and or minor children. However, they also have the option to nominate other people, such as their adult children, parents, or siblings, to be considered to benefit from their pension benefits.

Completing a beneficiary nomination form is an essential step when a member enrolls to the Fund. The form requires them to provide complete information such as full names, dates of birth, residential addresses, and the member's relationship to the beneficiaries and nominees (e.g., spouse, biological children, niece, nephew, etc.). They are required to indicate the percentage of benefits each person is entitled to receive. It is crucial to understand that although this form guides the Trustees on how to distribute their benefits to their dependents, it is not a will and final testament. The benefits may not necessarily be distributed according to what the member stated on the form. The Trustees distribute the death benefits according to the Fund rules, regulations and applicable acts.

Therefore, it is essential to keep the member's nomination form updated as their circumstances change, such as the member's marital status or the birth of a child. Please note that the names and dates of birth on the beneficiary nomination form should match those on the beneficiaries' national documents.

How much is a member's pension worth?

If the member wants to know how much they will receive as pension benefits, they can request a benefit quotation from GIPF with the assistance of their HR Officer. This quotation contains available benefit figures for all the member's benefits.



It is important that the member verifies their personal details on the benefit quotation or benefit statement the member receives from the Fund, as these dates and salaries ultimately determine the value of their benefits. The member can contact their nearest GIPF office or log into the GIPF member portal at www.gipf.com.na

GIPF pension benefits

Normal Retirement Benefit

The Fund provides the following guaranteed pension benefits to its members:

The normal retirement age is 60. Upon retirement, the member will receive a tax free lump sum of one third (1/3) of the total pension. In addition, they will receive a monthly pension payable for life (taxable if in excess of N\$100 000 per annum). The retirement benefit payable is based on the following formula: $2.4\% \times \text{final average salary of the employee} \times \text{years of service}$.

Early age retirement benefits

Should a member wish to go on early retirement, they must seek approval from the employer. The member must be above 55 years to go on early retirement. The formula used is the same as for the normal retirement benefit, but the pension is adjusted by 0.25% for every completed month that the member went early. A lump sum and monthly pension is payable for life.

Ill-health retirement benefit

A member experiencing ill-health of a protracted nature caused through no fault of their own, may retire early by providing proof of the members ill-health by the Medical Board. Such a member will receive a tax free lump sum of one third (1/3) of the total pension and a monthly pension payable for life (taxable if in excess of N\$100 000 per annum).

Resignation/dismissal benefit

When the member resigns or is dismissed from service, the following options may apply:

1. **Cash Withdrawal (benefit is taxable),**
2. **Transfer benefit to an approved Fund (tax free)**
 - Pension / Provident Fund
 - Retirement annuity Fund
 - Preservation Fund
3. **Deferred Pension (preserve the benefit with GIPF) on condition that the member has an uninterrupted service of minimum of 10 years.**

Members who transfer their resignation benefits to any approved fund of their choice, will be paid an accrued benefit based on age, final salary and service period.

Retrenchment benefit

If employers decide to retrench their employees when reducing the size of their workforce due to financial constraints or to promote efficiency, retrenched members are entitled to a service bonus that is paid by the employer. The benefits are calculated in the same manner as normal retirement benefits, plus the shortest of the following:

- 1/3 of service period of the employee,
- the difference between the retrenchment date and normal retirement date, or a period of 5 years.
- A lump sum and monthly pension for life is payable.



Disability benefit

Members who become permanently disabled as a result of a disease or illness, to the extent that such members can no longer pursue their own or a similar occupation, will receive a disability income benefit equal to 75% of the member's final salary. They will remain a full member of the Fund and qualify for all benefits in terms of the Fund rules. The member and employer however are still required to contribute to the pension fund.

Funeral benefit

GIPF provides a funeral benefit payable per funeral at no additional cost as follows:

Deceased	Amount
Active and Retired members	N\$8 000.00
Qualifying spouse of an active member	N\$8 000.00
Qualifying children (1 – 18 years)	N\$3 000.00
Qualifying children (below 1 year)	N\$1 000.00

Payable within 24-48 hours.

Death before retirement benefit

Should a member die before retirement, the GIPF will pay a tax-free lumpsum equal to two times of the final annual salary of the deceased member. The qualifying spouse (if any) will, in addition to the lumpsum, receive a monthly pension that is equal to 40% of the member's annual salary for life. Qualifying children of a married member will receive a monthly income of up to a maximum of 30% of the member's annual salary. If a member was single but had children, they will receive up to a maximum of 60% of the member's annual salary. Qualifying children include unmarried biological as well as legally adopted children, under the age of 18 years, who were substantially dependent on the member at the time of his or her the death. This age can also be extended up to the age of 25 years if the children are able to proof that they are still schooling.

The GIPF rules recognise certain relationships as marital unions. These include unions in accordance with customary law, unions recognise as marriages under any religion, cohabitation as well as dependence by virtue of finance or other maintenance. Customary unions require a certificate, or an affidavit issued by a recognised Traditional Authority.

Death after retirement benefits

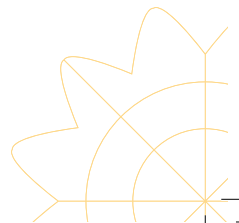
The GIPF guarantees pension benefits for up to 5 years or 60 months after retirement age. Should a pensioner die within the first 5 years after retirement (also referred to as the guarantee period), the remaining pension will be distributed to the member's dependents. In addition, a monthly pension will be paid to the qualifying spouse. If a pensioner dies after the guarantee period, 50% of his or her monthly pension will be paid to the qualifying spouse for life.

The Fund highlights challenges that cause delays in the payment of benefit claims. All members are requested to ensure that their files and documents held by the employer are complete and up-to-date. This will ensure that their benefits are paid out in a timely manner when the need arises.

It is crucial to have an up-to-date beneficiary nomination form, as mentioned earlier. The biggest challenge faced by the Fund is in obtaining full birth certificates of children.

Therefore, the GIPF advises the following:

- Members are to ensure that all their children have accurate and complete full birth certificates that indicate their parents' details.
- If any parent's details are missing on the full birth certificate, especially the father's, it becomes difficult to prove that a particular child is indeed the biological child of a member who is no longer alive.



- Members are to ensure that the names are spelled correctly and the dates of birth are entered as they appear on the children's national identification documents.
- If any information on a child's full birth certificate is incorrect, the member is to rectify it without delay by approaching the relevant stakeholder.
- Members are also to ensure that dependents and nominees possess national identification documents.
- Submit the amended documents to the Human Resources Office without delay.

General information

It is vital to ensure that the member is registered as a GIPF member. The member can do this by verifying their information at their Human Resources office or by visiting the nearest GIPF office. The member is required to ensure that the information on their file is accurate and up to date. This includes updating their beneficiary nomination form annually, as well as ensuring that their marital status is updated and that they have certified copies of their documents and those of their family members, such as birth certificates, marriage certificate, divorce order, and identity documents.



A photograph of a middle-aged man with glasses and a mustache, wearing a white short-sleeved button-down shirt. He is holding a small potted plant with long, pointed leaves. The entire image is covered with a semi-transparent teal overlay. In the bottom left corner, there is a faint, stylized yellow line drawing of a flower or plant.

PENSIONERS

In accordance with the rules of the Fund, an employee who retires at the age of 60 becomes eligible for a monthly income from GIPF.



Who is a pensioner?

In terms of the GIPF rules, a member who retires from the Fund becomes eligible for a monthly income from GIPF. The member will no longer be permanently employed and will not be required to pay further monthly contributions.

How does a member claim their GIPF pension?

A Human Resources Officer will complete a pension claim form three months before a member's last working day. This form will be submitted to GIPF along with the following documents after a member's last working date:

- Certified copy of an identification document/passport,
- Original latest payslip,
- Proof of bank account (which a member can request from their bank),
- Certified copy of Taxpayer Certificate and,
- Certified copy of Marriage Certificate.

When a member retires, they will receive a lump sum equal to $\frac{1}{3}$ of the total member pension and life-long pension. Retirement benefits are calculated based on this formula: $2.4\% \times \text{final average salary} \times \text{years of service}$. To continue receiving their monthly pension income, pensioners are required to either complete a certificate of existence or register for biometrics within three months of receiving their lump sum payout. If a pensioner lives outside Namibia or has exceptional circumstances that prevent them from reaching their nearest GIPF office, they must complete a certificate of existence.



Otherwise, all other pensioners are required to register for biometrics at their nearest GIPF office. Upon registration, they will receive a valid pensioner's card.

Registering for biometrics and verification is a crucial step in ensuring that the member's claims are processed hastily and to ensure that no one else receives their monthly income. It involves verifying the member's identity and confirming that they are alive using their fingerprints or facial recognition. To maintain the accuracy of their information, the member must undergo verification at any GIPF office or appointed verification point during the specific months listed below:

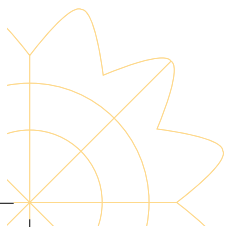
- For biometrics: February, June and October
- For certificate of existence: April and October

To register, the member must provide one original document from the following options:

- Identification document,
- Valid passport,
- Driver's license and a birth certificate,
- Voter's registration card and a full birth certificate and,
- Full birth certificate and guardianship letter.

A pensioner will receive a GIPF card after registering for biometrics. If the member is a GIPF pensioner and their monthly pension exceeds the tax bracket, they are required to pay taxes on it. To file their tax return form, they may request a tax certificate from GIPF. GIPF issues tax certificates once a year via email to all pensioners who pay taxes. It is essential to update their personal contact details such as their postal address to receive their tax certificate and all correspondence timeously.

The statement outlines the monthly pension that they receive.







GUARDIANSHIP

Biological parents are the natural guardians of a child. However, in the absence of a will that appoints a guardian or if the biological parents cannot care for the child, the court will appoint a guardian. The court will consider any person who has a genuine interest in the child's well-being, whether related to the child or not and who is qualified to be a guardian, as a potential candidate for appointment.

Minor beneficiaries of GIPF members

When a member of GIPF passes away, their minor children are entitled to receive a monthly children's pension as part of the death benefit. This benefit can be claimed by submitting a death claim and it will be paid to the legal guardian of the qualifying child.

The criteria below is applicable to be eligible for the children's pension:

- The child must not be married,
- Must be under the age of 18,
- Children between the ages of 18 to 25 years of age, shall only qualify if they are full-time students at a recognised educational institution (proof of enrollment should be provided annually), or they have a physical or mental disability (medical certificate and other related proof is required).

The HR Officer must attach the following documents to the claim form when submitting to the GIPF office:

- Full birth certificate,
- Identity document of parent/guardian,
- Guardianship letter/certificate and,
- Proof of banking, postal and contact details of the parent/guardian.

It is mandatory to enrol all children who receive monthly pension payments on the biometrics and verification system within three months of receiving the lump sum payments and starting the monthly pension payout. Biometric verification can be done at any of the GIPF offices countrywide. Failure to register within this period will result in the monthly pension being stopped. Once registered, the child must undergo verification at any GIPF office during February, June and October.



Who is a legal guardian?

A guardian is an individual who is responsible for making important legal decisions on behalf of a minor. In making these decisions, the guardian must be guided by the principle of the best interest of the child, which means that the child's welfare should be the primary consideration before any decision affecting their life is made. The courts have ultimate authority in determining the welfare of a minor child and serve as the upper guardians of all minors. It is the responsibility of a guardian to provide the minor with shelter, housing, food, healthcare, clothing, education, and other necessities.

For first-time registration, a child below 18 years who is represented by the parent or guardian must provide the following documents:

- Full birth certificate of the child;
- Original ID or passport of parent/guardian; and
- Full birth certificate and guardianship letter.

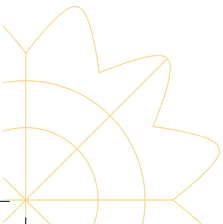
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How does a member obtain legal guardianship?

In the unfortunate event that a child's biological parents pass away without naming a guardian in their will, a guardian can be registered for the child.

Any person with a genuine interest in a child, whether related to the child, and who wants to be appointed as a guardian of the child must apply for guardianship.

A relevant application form can be obtained at the office of any social worker from the Ministry of Gender Equality and Child Welfare or any GIPF office or magistrate court.



The application form must be accompanied by:

- Full birth certificate of the child, abridged birth certificate and a confirmation of birth if the full birth certificate is unavailable and,
- Identification document or birth certificate of the guardian and death certificate of the parent.

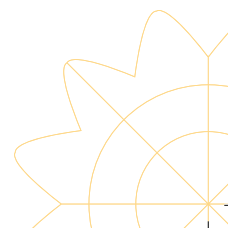
After completion, the form must be submitted to the Clerk of the Children's Court, who will then refer it to the Commissioner of Child Welfare.

What can be done when a guardian is not executing their duties in the best interest of a minor?

Legal guardians are entrusted with the responsibility of managing the benefits of children in their care. However, some guardians abuse this trust by using the funds for their own interests instead of the child's well-being. This can be observed when no investments like savings accounts or insurance policies are made for the child's future, which clearly indicates that the guardian is not prioritising the child's interests.

In case of any mismanagement or complaints, the court will order an investigation by a social worker to determine the circumstances surrounding the complaint. Based on the findings of this investigation, the court will then decide on the guardianship status of the concerned child. During the investigation, GIPF must be informed, and if necessary, the pension will be suspended.

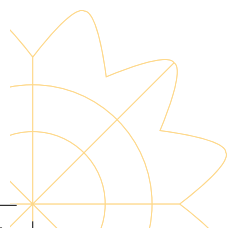
All legal guardians, custodians, or foster parents can obtain income statements and information about changes in processes or requirements from GIPF. Additionally, they can also find out the reasons why payments have been stopped.



GIPF has a team of social service consultants who specialise in dealing with claim related issues. They can assist in the following ways:

- Providing support and guidance regarding social circumstances,
- Investigating reported cases about the mismanagement of minor children's funds,
- Investigating the guardianship status or circumstances of minor children who are beneficiaries,
- Investigating the marital statuses of deceased members or the level of dependency of members' prospective beneficiaries, especially in cases of family conflict,
- Tracing the whereabouts of beneficiaries and/or,
- Investigating cases for resubmission with additional dependents.

Anyone concerned about a child's well-being may file a complaint in their best interest by completing form C5I 1, available at any GIPF office nationwide, and submitting it to a court.





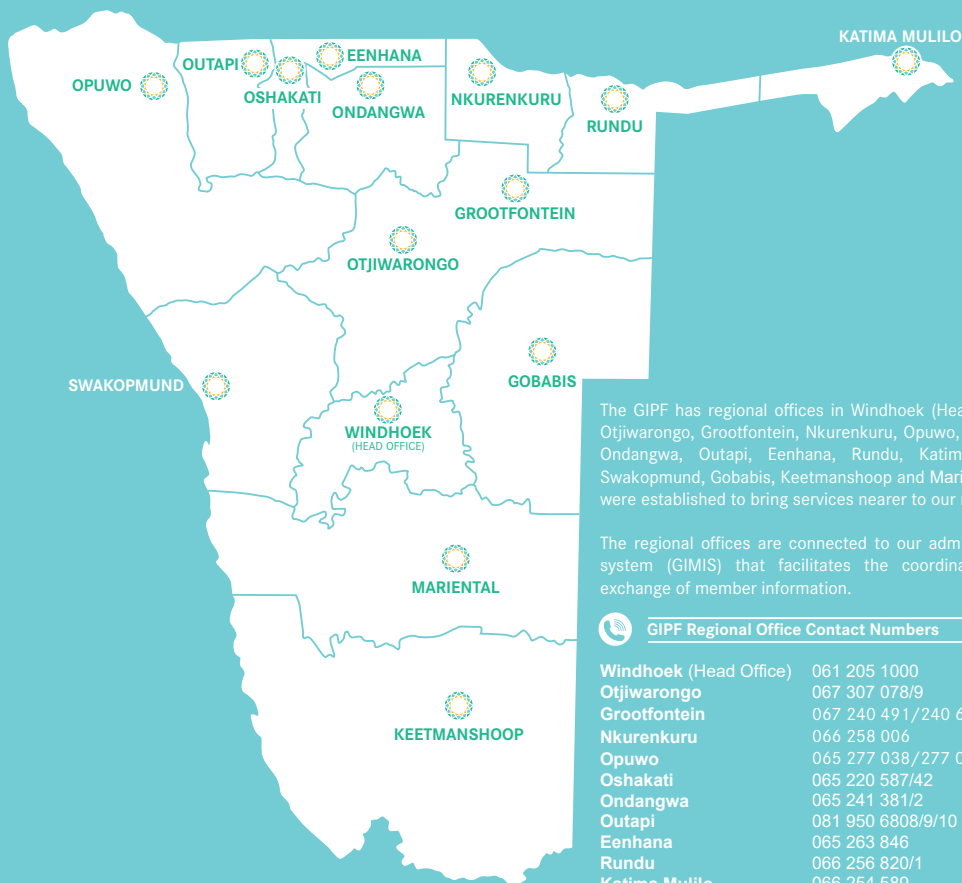
GIPF

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To guard, and to grow.



Regional Offices



The GIPF has regional offices in Windhoek (Head Office), Otjiwarongo, Grootfontein, Nkurenkuru, Opuwo, Oshakati, Ondangwa, Outapi, Eenhana, Rundu, Katima Mulilo, Swakopmund, Gobabis, Keetmanshoop and Mariental that were established to bring services nearer to our members.

The regional offices are connected to our administration system (GIMIS) that facilitates the coordination and exchange of member information.



GIPF Regional Office Contact Numbers

Windhoek (Head Office)	061 205 1000
Otjiwarongo	067 307 078/9
Grootfontein	067 240 491/240 641
Nkurenkuru	066 258 006
Opuwo	065 277 038/277 039
Oshakati	065 220 587/42
Ondangwa	065 241 381/2
Outapi	081 950 6808/9/10
Eenhana	065 263 846
Rundu	066 256 820/1
Katima Mulilo	066 254 589
Swakopmund	064 461 735
Gobabis	062 564 098
Keetmanshoop	081 950 6604/5/6/7
Mariental	083 724 7650/1



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