



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

April 2, 2018

Circular No 8
File No. 107/025
Strategic Human Resource Management Division

Permanent Secretaries
Heads of Departments
Chairmen of Boards of Public Bodies (fully or partially funded from the Consolidated Fund)
Chief Executive Officers of Executive Agencies

Re: Public Service Pension Scheme

Permanent Secretaries, Principal Receivers of Revenue (PRR), Heads of Departments, Chairmen of Boards and Chief Executive Officers are advised that the Pensions (Public Service) Act, 2017 comes into operation on April 1, 2018 based on notice published in Gazette on March 6, 2018. This Circular provides basic information in respect of the Public Service Pension Scheme (PSPS), hereafter referred to as the "Scheme" along with guidelines that must be implemented by all Ministries, Departments, Agencies and all other affected public sector entities with effect from April 1, 2018.

(1) Pension Fund

- (1.1) With effect from April 1, 2018, all pensionable public officers listed at Appendix 1 shall become a member of the Scheme and must contribute to the Public Service Pension Fund (PSPF) hereafter referred to as the "Fund" to be established.
- (1.2) The Fund when established shall be managed by a Board of Trustees appointed by the Minister and will be used to make pension payments to eligible persons under the Scheme.
- (1.3) The composition of the Board of Trustee is provided in the Second Schedule of the Pension (Public Service) Act (PPSA).
- (1.4) Pending the establishment of the Fund, the contribution by members of the Scheme shall be deducted from their salary by their employer and paid into the Consolidated Fund as per (3.1) below.

- (1.5) The Fund shall be established on a date to be prescribed by the Minister with responsibility for Finance.

(2) Contribution to the PSPS

- (2.1) Members of the Scheme are listed at Appendix 1 and are required to make the following contribution to the Pension Fund:

With effect from April 1, 2018	1 % of Gross Earnings
With effect from April 1, 2019	2 % of Gross Earnings
With effect from April 1, 2020	3 % of Gross Earnings
With effect from April 1, 2021	4 % of Gross Earnings
With effect from April 1, 2022	5 % of Gross Earnings

- (2.2) The following persons shall not be required to contribute to the Fund:

- (a) Contractual employees employed on a fixed term;
- (b) Persons who are seconded from statutory bodies or agencies or departments of Government that have their own pension arrangements; and
- (c) Persons who provide service overseas and are not deployed from Jamaica as officers in the public service;

- (2.3) The Fund is deemed as an approved superannuation fund for the purposes of Section 13(1)(i) of the *Income Tax Act*.

(3) Payment of Contribution

- (3.1) Until the Fund is established; all amounts deducted from employees' salary for the Scheme must be paid to the Accountant General's Department (AGD) within five (5) working days of the following month to the account stated hereunder for subsequent transfer by the AGD to the Consolidated Fund:

Bank	Bank of Jamaica (BOJ)
Account name	Public Service Pension Scheme Account
Bank Account number	To be advised

- (3.2) All payments must be supported by an e-mail to the Accountant General's Department at the following address: ntr@treasury.gov.jm
- (3.3) The e-mail must be sent simultaneously on transfer of payment to the AGD as well as to the MOFPS Pension Administration Unit: psps@mof.gov.jm

- (3.4) The e-mail must state the date, the total amount paid and must be supported by an electronic file of the list of the relevant contributors based on the following headings:
- Period (MM-YY)
 - Organisation
 - Contributor's TRN
 - Contributor's First Name
 - Contributor's Middle Name
 - Contributor's Last name
 - Contributor's Pension Amount

The file must be in a csv or txt delimited file format See Appendix 2 attached.

- (3.5) The Accountant General shall maintain proper records of all contributions received under the Scheme.

(4) Refund of Contribution

- (4.1) A pensionable officer shall in keeping with Section 12 of the PPSA, be eligible for a refund of his/her contribution paid into the Fund, in any of the following circumstances:
- (a) On the abolition of the post of the pensionable officer where he has less than ten (10) years' service and is no longer employed in the public service;
 - (b) On the resignation of the pensionable officer where he has less than ten (10) years' service;
 - (c) On the dismissal of the pensionable officer from the service;
- (4.2) The application for refund must be submitted to the Human Resource Division (HRD) of the applicant's employer for processing.
- (4.3) The HRD shall forward the application to the Ministry with responsibility for the Public Service advising whether the applicant is entitled to a refund in accordance with the PPSA and the period for which the contribution(s) were made
- (4.4) The refund shall be made by the AGD upon approval of the MOFPS.

(5) Repeal of Existing Pension Plans

- (5.1) Section 39 of the Pensions (Public Service) Act, 2017 repeals the following Acts
- (d) the Pensions Act;
 - (e) the Pensions (Civil Service Family Benefits) Act;
 - (f) the Pensions (Expatriate Officers) Act;
 - (g) the Pensions (Federal Civil Service) Act;
 - (h) the Pensions (Parochial) Officers Act;
 - (i) the Pensions (Teachers) Act; and
 - (j) the Provident Fund Act.

- (5.2) However persons receiving a pension, gratuity and other allowances under the repealed Acts will continue to receive those benefits.

Conclusion

Permanent Secretaries, Principal Receivers of Revenues (PRRs), Heads of Departments, Chairmen of Boards and Chief Executive Officers must ensure that this Circular is brought to the attention of all relevant officers.



Darlene Morrison (Miss)
Financial Secretary (Acting)

Appendix 1

MEMBERS OF THE PUBLIC SERVICE PENSION SCHEME (PSPS)

1. Civil Servants (i.e. Public Officers in Ministries and Departments that are permanently appointed as pensionable officers)
2. Constables and District Constables
3. Persons employed in Municipal Corporations, City Municipality or Town Municipality.
4. Teachers (i.e. a person who has registered service in a teaching capacity in
 - (a) a primary school
 - (b) a secondary school
 - (c) a training college
 - (d) an institution approved by the Minister responsible for Education
5. All persons appointed as pensionable officers in executive agencies, who made an election under section 17(1) of the *Executive Agencies Act* to have their pensions regulated either by the pension legislation that would have been applicable to such persons prior to the 1st day of April 2002 or by the relevant provisions of the *Executive Agencies Act*;
6. All persons appointed to pensionable posts in the following entities:
 - (i) Electoral Office of Jamaica
 - (ii) Institute of Jamaica
 - (iii) Jamaica 4H Club
 - (iv) Jamaica Cultural Development Commission
 - (v) Jamaica Library Service
 - (vi) Jamaica National Heritage Trust
 - (vii) National Library of Jamaica
 - (viii) Social Development Commission
 - (ix) Tax Administration Jamaica
 - (x) Jamaica Agricultural Society
7. All persons appointed as pensionable officers in the following entities who were eligible to receive a pension, gratuity and other allowance under the *Pensions Act (which has been repealed)*:
 - (i) Executive Agencies designated under the *Executive Agencies Act*
 - (ii) Statistical Institute of Jamaica
 - (iii) University of Technology
 - (iv) Rural Agricultural Development Agency
 - (v) Water Resources Authority
 - (vi) National Irrigation Commission
 - (vii) Planning Institute of Jamaica

Appendix 2

PENSION CONTRIBUTION CSV FILE

Period (MM-YY)	Organisation	Contributor_TRN	Contributor_First_Name	Contributor_Middle_Name	Contributor_Last_Name	Pension_Amount	Remarks
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