



NATIONAL PENSION SCHEME AUTHORITY NAPSA Funds Transfer Form

Employer Name:

NAPSA Account Number:

(This is the Employer's Identity No. at NAPSA)

Kindly *debit* our Bank account with the sum of (in figures):

Amount In Words

Billions	Hundred Millions	Ten Millions	Millions	Hundred Thousands	Ten Thousands	Thousands	Hundreds	Tens	Units	Tens	Units	NGWEE

From our Bank Account No.:

And *Credit* NAPSA Collection Bank Account:
at ZANACO - Lusaka Business Centre

SWIFT CODE:

BRANCH CODE:

Collection Periods:

Month	Year	Contribution Amount	Penalty Amount

Effective Date and Time of Transfer:

Time:

Transfer Authorised by:

1. Name:

Signature:

3. Name:

Signature:

3. Name:

Signature:

Telephone Number:

Bank use only

Bank Confirmation of Transfer
Reference number

Stamp:

Name:

Signature:

Procedure for Remitting Social Security Contributions by Bank Transfer

The procedure for making NAPSA contribution by bank transfer is outlined hereunder:

1. Employers **with** electronic interface with their bank will issue the instructions to their bank electronically and email a copy of the transmittal report from their Banking system to NAPSA.
2. Employers **without** electronic interface with their bank, will complete NAPSA Funds Transfer form NPS 40 in triplicate by indicating their Name, NAPSA Account Number, Amount, their bank account number, Payment type (whether contribution and/or penalty) and the period(s) to which the payment relates to. NAPSA's collection bank account number will be preprinted on form NPS 40
3. The commercial bank will after verifying that form NPS 40 has been duly completed, stamp all three copies of form NPS 40 and then return one copy to the Employer.
4. The employer will be required to submit to NAPSA a copy of form NPS 40 (in step 3) above to facilitate the issuance of receipts.
5. NAPSA will endeavor to issue contribution receipts within three working days from the date of transfer.
6. Employers will be required to send an electronic copy of their return by email to the addresses: reglusaka@napsa.co.zm and reglusaka@gmail.com
7. Employers are further encouraged to initiate the bank transfer instructions at least 24 hours before the due date in order to avoid incurring penalties.

For further information please visit our website: <http://www.napsa.co.zm> or call head office on Tel: 226392