

**SURVEY OF
OCCUPATIONAL SAVINGS SCHEMES
2007 / 2008**



**SPECIALIZED COMPANIES DIVISION
PENSIONS WING**

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

Background

Occupational Savings Schemes (OSS) consist of gratuities, provident fund and pensions (superannuation) schemes in Pakistan. OSS are thinly regulated. The scheme should be registered with the Federal Board of Revenue for availing the tax benefit subject to conditions imposed by the Income Tax Ordinance/Rules. These rules do not make any comment on the financial strength, independence, experience and the integrity of trustees; nor do they refer to the quality and appropriateness of trust deeds, the quality of accounting principles and actuarial valuations, auditors, or those responsible for record keeping and administration.

Securities and Exchange Commission of Pakistan (Commission) notified Voluntary Pension System (VPS) Rules in 2005, as another retirement savings avenue in addition to the OSS. Also the following amendment was made in the SECP Act, 1997:

20(4)(v) promoting and regulating development of Private Pension Schemes and Funds;

With the establishment of the initial products i.e. pension fund trusts under the Voluntary Pension System in 2007, it was realized that there is a great scope of work to improve the occupational saving/pension scheme in the country. The Commission understands that reforming such schemes, which have huge funds at their disposal, would add to the social and financial stability of the country. This would also enable the employers to improve their competitiveness by encouraging them to introduce affordable, well structured and adequately protected retirement schemes to their employees. This would encourage the development of professional management of occupational savings schemes and at the same time ensure that the interests of members are protected. Further, the Commission recognizes that an enabling environment would contribute towards the social goals of increasing the integrity/confidence of the employees by ensuring that the promised benefits are affordable and are paid to the employees in a fair manner when they are due.

During 2007, the Commission arranged a workshop on occupational savings that attracted eminent professionals from the financial sector representing assets managers, actuaries and employers having considerable experience of occupational savings schemes. The workshop produced a number of ideas and suggestions for encouraging the development of professional management of occupational savings schemes. Further, the participants of the workshop realized that the present environment has certain intrinsic risks, highlighted below:

Structure of the scheme - particularly in cases where the assets are not established separately from the employer and are self administered.

Governance issues – funding adequacy of DB schemes in absence of mandatory actuarial valuation while in case of funded schemes application of funds by the scheme sponsors (employers) for their own benefits.

Actuarial valuation – If actuarial valuation is not done it is hard to match assets with the future liabilities. Hence the OSS require periodic actuarial valuation and minimum standards of solvency.

Independence and quality of the trustees – in cases where assets are segregated through trust, the independence of trustees is questionable due to nature of relationship with the employers. Furthermore, the ability of trustees to efficiently manage funds is also questionable, particularly when investing in non-government securities and could lead to substantial underperformance, or exposure to excessive risk relative to the aspirations of the member, inflation or the performance of other classes of securities.

Lack of member choice – present OSS arrangement do not provide an individual member choice of investment avenue. This to some extent has been provided by amended Income Tax Rules to allow the members of the recognized provident funds to transfer their balances to VPS, where they can invest their savings according to their choice.

Purpose of Survey

Presently, there is no register of OSS therefore no information is available about coverage, investment and benefits of these schemes. Commission decided to carry out a survey to meet the following objectives:

- To understand structure of the existing OSS
- To know if the present regulatory framework provides an encouraging or discouraging environment
- To assess the asset mix and their penetration into the savings markets
- To utilize the data for broad policy purposes on occupational savings, social security, pensions etc.

Methodology of Survey

The data collection forms were sent to 575 listed companies (excluding open and close end mutual funds) out of which 355 listed companies responded (62%). The information sought in the survey forms is based on the period between 1 January 2006 and 30 June 2007. The companies were requested to provide data according to their year-end dates which are different from sector to sector. The alternative of expecting companies to respond with data at all the same date or for the same twelve month periods was considered impractical and unreasonable. Accordingly the aggregate data pertains to different year end dates and can not be stated as on a particular date. The survey forms are attached as Annexure-1.

The survey results have been divided as into four sections:

1. General information with respect to structure and membership
2. Information on each type of the three types of occupational savings:
 - 2.1 Pension (Superannuation) Schemes
 - 2.2 Provident Funds
 - 2.3 Gratuity Schemes
3. Conclusion on Survey Results

4. Way forward
5. Outline of the proposed Regulatory Framework

1. Survey Results – General Information

Table-A shows out of 355 employers who took part in the survey, 322 (91%) are offering occupational savings and/or pension schemes to their employees. Gratuity scheme is common amongst majority of the employers. A large number of employers are also offering provident fund scheme in addition or in alternative to the gratuity scheme as provided under the labour law. Only 11.55% of the employers participating in the survey provide pensions in addition to the gratuities and provident fund schemes. The benefits under the gratuity and provident fund schemes are paid to the employees in lump sum at the end of employment instead of a regular annuity.

Table A

Employee benefits Mix	No. of employers	
With gratuity schemes only	108	30.42%
With provident and gratuity schemes	88	24.79%
With pension and gratuity schemes	1	0.28%
With pension, provident and gratuity schemes	41	11.55%
With provident schemes only	74	20.85%
With pension and provident schemes	10	2.82%
With pension schemes only	-	-
	Total	322
Total employers without employee benefits	33	9.30%
	Total employers in survey	355
		100.00%

Table-B shows that the total number of employees in each scheme. It is pertinent to mention that the table includes double-counting of an employee whose employer is offering more than one occupational scheme to its employees i.e. gratuity scheme and provident fund scheme or gratuity scheme and pension. Total work-force covered under the occupational schemes is 404,369.

Table B

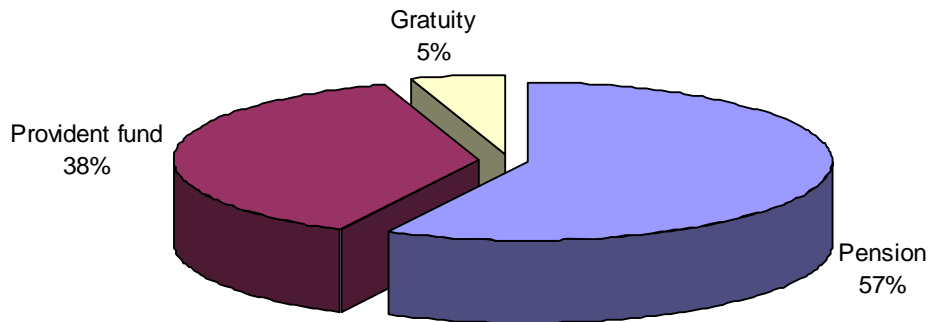
Type of Employee Schemes	No.	%age
Gratuity	211,988	34.85%
Provident fund	267,301	43.94%
Pension	128,997	21.21%
Total employee Schemes	608,286	100.00%

Majority of the gratuity schemes are unfunded. As per Table C gratuity schemes have 12 billion assets under their management which are just 4.96% of the total assets under management of the surveyed occupational saving/pension schemes. Pension Fund Assets constitute 57% of the total assets under management of the surveyed schemes.

Table C

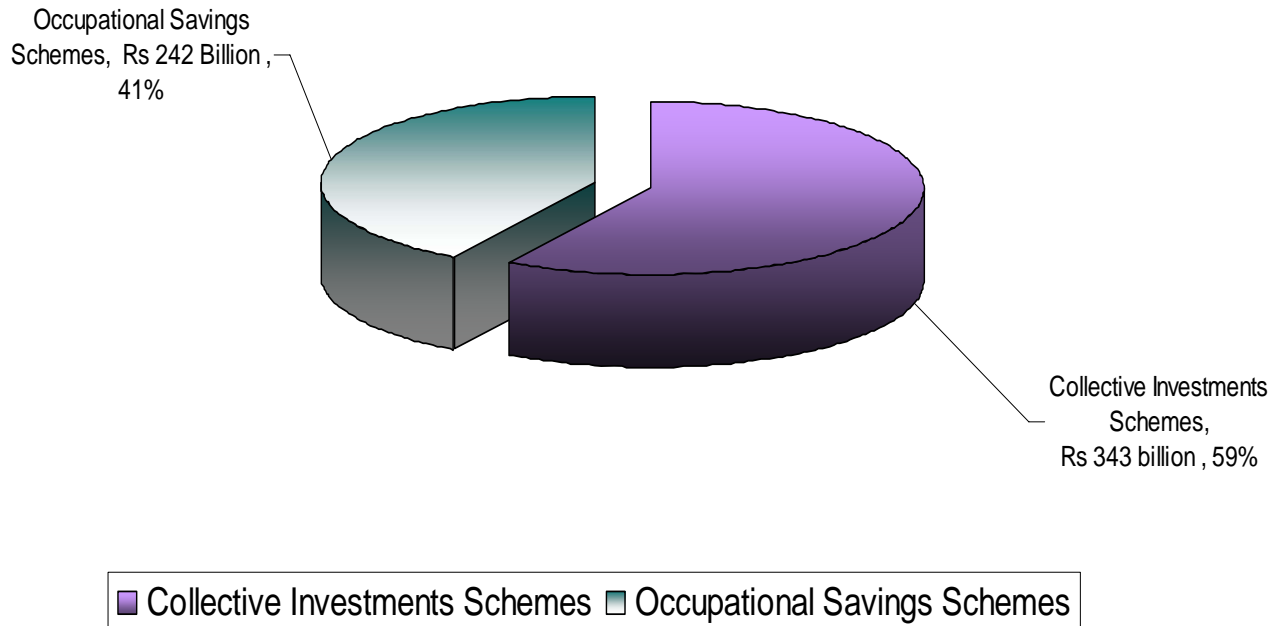
Assets under management	Rupees in billion	% of total assets
Gratuity Schemes	12	4.96%
Provident funds	91	37.60%
Pensions	139	57.44%
Total	242	100.00%

Assets under Management



Assets under Management

Collective Investment Schemes versus Occupational Savings Schemes



Assets under Management of Collective Investments Schemes are Rs. 343 billion as at 30-09-2007

Note: The scope of survey is limited to listed-companies only thus the figures of un-listed companies and non-corporate employers do not constitute a part of this Survey. One can safely assume that the assets of occupational savings as a whole are more than those of the mutual funds in Pakistan.

2. Information on each type of the three types of Occupational Saving Schemes:

2.1 Pension (Superannuation) Schemes

Presently, no mandate requires an employer to setup an occupational pension scheme and such benefits are provided entirely at the discretion of the employer and in addition to any other mandated benefits. These schemes are prevalent in the privatised state owned enterprises, banks and large national/multi-national companies. The pension schemes are offered as a second benefit, with either the gratuity or provident fund fulfilling the statutory obligations, or even as a third benefit.

The survey results depict that 14.65% of the employers participating in the survey are providing 62 pensions schemes to 128,997 employees. All pension schemes are defined benefit except 3 employers who have reported that they have introduced defined contribution pension.

The table below shows that the 95% of the schemes are established under trust whereas 5% of the pension schemes are not established under trust.

Table D

Number of trustees	Number of Schemes	
1	-	
2	2	
3	13	
4	15	
5	18	
6 or more	11	
Total established under trust	59	95%
Not established under trust	3	5%
Total schemes	62	100%

92% of the pension schemes are approved by the Federal Board of Revenue (FBR) for the purpose of tax exemptions.

Table E

	No. of Pension Schemes	% of total
Approved by FBR	57	92%
Not Approved by FBR	5	8%
Total schemes	62	100%

Table F

	No. of Pension Schemes	% of total
Audited	59	95%
Un audited	3	5%

The entire 59 funded pension schemes established under trust were subject to actuarial valuations within the last three years. However, only 25 pension schemes got their actuarial valuations in the current year i.e. 2007. The remaining schemes had their valuations in the year 2006 or 2005.

Table G

Actuarial valuation		
Year of valuation	No. of Pensions Schemes	% of total
2007	25	42%
2006	28	47%
2005	1	2%
Not provided	2	3%
	59	95%

Contributions to a pension scheme are made by the employer; however we have observed that employees also contribute in a small number of pension schemes.

Table H

Contributions by	Range	No of Schemes
Employer	20% of the salary OR as per actuarial valuation	59
Employee in addition to the employer	2%, 5% & 17%	9

Table I

Contributions in a financial year	
	Rs. in billion
Employer	2.25
Employee	0.05
Total	2.30

The following table provides information about the percentage of employees who are entitled to pension benefits in relation to the total number of employees of an employer. It was observed that only 4% of the employers, participating in the survey, have pensions for more than 90% of their employees.

Table J

% of employees in pensionable service	Employers	% of total employers in survey
91% to 100%	14	3.94%
81% to 90%	5	1.41%
71% to 80%	2	0.56%
61% to 70%	1	0.28%
51% to 60%	7	1.97%
41% to 50%	4	1.13%
31% to 40%	9	2.54%
21% to 30%	2	0.56%
11% to 20%	2	0.56%
1% to 10%	6	1.16%
	52	14.65%
NIL	293	85.35%
Total employers in survey	355	100%

How were pension scheme assets invested at latest year end?

Table H

Type of asset	Rs. in billion	% of total assets
National Savings Scheme	81.80	59%
PIBs/Treasury Bills	8.48	6%
Equity Securities	21.45	16%
Mutual Funds	5.45	4%
Corporate Bonds - TFCs	4.59	3%
Bank Deposits & Other Assets	16.28	12%
Total	138.06	100%

3 pension schemes are availing the investment advisory services.

Retirement age and Survivor pension:

The analysis of the data showed that almost all pension schemes have a retirement age of 60 years with an early retirement option on 55 years. The benefits are paid to the survivors (wife and minor children) in case of death of pensioner.

All pension schemes are defined benefit except 3 employers who have reported that they have introduced defined contribution pension.

2.2 Provident Fund

Provident Funds are defined contribution savings schemes. The contributions in such schemes are made by the employer and employee at a fixed percentage of basic salary. The Labour Law does not state the minimum level of employee contribution to a provident fund. The accumulated balance is paid in lump sum on leaving the employment.

Often employers substitute the Mandatory Gratuity (Defined Benefit Scheme) as prescribed in The West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance of 1968 with a Provident Fund (Defined Contribution Scheme).

Out of 355 surveyed employers 213 (60%) are offering 230 Provident Fund Scheme to their employees. Few employers have more than one provident fund scheme for their employees i.e. one scheme for officers and the other for workers etc.

The following tabulations give an insight into the structure, benefit/contribution and asset mix of the provident funds:

Table I

Number of trustees	No. of Provident Fund
1	NIL
2	26
3	71
4	67
5	38
6 or more	28
Total established under trust	230
Not established under trust	NIL
Total schemes	230

Table J

	No. of Provident Fund	% of total
Approved by FBR	217	94%
Not Approved by FBR	13	6%
Total schemes	230	100%

Table K

	No. of Provident Fund	% of total
Audited	227	98.7%

Table L

% of employees covered in Provident Fund	Total employers	% of total employers in survey
91% to 100%	115	32%
81% to 90%	37	10%
71% to 80%	26	7%
61% to 70%	8	2%
51% to 60%	7	2%
41% to 50%	2	1%
31% to 40%	7	2%
21% to 30%	2	1%
11% to 20%	4	1%
1% to 10%	5	1%
Total Covered in Provident Fund	213	60%
NIL	142	40%
Total employers in survey	355	100%

Table M

Contributions in most recent financial year	Rs. 7.59 billion
Aggregate number of employees for whom contributions were made	267,301
Average contribution per participant	Rs. 28,395

Table N

Amount of lump sum benefits paid in recent financial year	Rs. 5.75 billion
Number of recipients	35,805
Average benefit per recipient	Rs.160,592

How were assets of provident funds invested at latest year end?

Table O

Type of asset	Rs. in billion	% of total assets
National Savings Scheme	43.94	48%
PIBs/Treasury Bills	4.59	5%
Equity Securities	15.60	17%
Mutual Funds	9.02	10%
Corporate Bonds - TFCs	4.85	5%
Bank Deposits & Other Assets	13.12	14%
Total	91.11	100%

2.3 Gratuity Schemes

The West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance of 1968 requires employers to provide a Gratuity payment, also considered a termination of employment benefit, equal to the number of years of employment times the employee's last monthly wage.

A gratuity or provident fund benefit or contribution into the newly introduced Voluntary Pension System is mandatory for all establishments employing more than 49 workers under the West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance, 1968. The law requires that on employment termination, a worker must be paid a gratuity amount equal to 30 days wages times every completed year of service or any part thereof in excess of six months (wages referred to being those admissible in the last month of service).

Majority of the surveyed employers offer gratuity schemes to their employees. Out of 355 employers 238 or 67% employers are offering 252 gratuity schemes to their employees. Few employers have more than one gratuity scheme for their employees.

Table P

Number of trustees	Number of Schemes	
1	-	
2	8	
3	27	
4	36	
5	24	
6 or more	12	
Total established under trust	107	42%
Not established under trust	145	58%
Total schemes	252	100%

Table Q

	Nos.	Members	
Schemes established solely to comply with legal obligations to pay gratuities	170	110,170	52%
Schemes established on voluntary basis	82	101,828	48%
	252	211,998	100%

Table R

	No. of Gratuity Schemes	% of total
Approved by FBR	120	48%
Not Approved by FBR	132	52%
Total schemes	252	100%

Table S

	No. of Gratuity Schemes	% of total
Audited	107	42%

Table T

Actuarial valuation	
Year of valuation	No. of Gratuity Schemes
2007	36
2006	66
2005	5
Prior to 2005	-
	107

Table U

Aggregate Employer Contributions in a financial year – funded	Rs. 1.5 billion
Aggregate number of employees for whom for contributions were made - funded	86,996

Table V

Aggregate Size of Gratuity Liabilities	Rs. 15.93 billion
Gratuity Liabilities - unfunded	Rs. 5.55 billion
Gratuity Liabilities - funded	Rs. 10.38 billion

Table W

Amount of lump sum benefits paid during the most recent financial year	Rs. 1.53 billion
Number of recipients	5157
Average benefit per recipient	Rs. 296,684

Table X

	Nos.	Rs. in billion
Schemes in surplus	69	2.50
Schemes in deficit	38	(1.80)
	<u>107</u>	

Table Y

% of employees covered in gratuity scheme	Employers	% of total employers in survey
91% to 100%	171	48%
81% to 90%	9	3%
71% to 80%	6	2%
61% to 70%	5	1%
51% to 60%	5	1%

41% to 50%	2	1%
31% to 40%	6	2%
21% to 30%	11	3%
11% to 20%	10	3%
1% to 10%	13	4%
	238	67%
NIL	117	33%
Total employers in survey	355	100%

How were gratuity scheme assets invested at latest year end?

Table Z

	Rs. in billion	% of total assets
National Savings Scheme	5.95	50%
PIBs/Treasury Bills	1.11	9%
Equity Securities	0.39	3%
Mutual Funds	1.32	11%
Corporate Bonds – TFCs	0.58	5%
Bank Deposits & Other Assets	2.53	21%
Total	11.88	100%

3. Conclusion

- 14.65% of the surveyed employers are providing pensions along with labour law mandate of provident fund/gratuity schemes and 76.06% (excluding those offering pensions) are fulfilling the labour law mandate by giving provident fund and/or gratuity schemes in lump sum at the termination of employment.
- Further break-up of 76.06% of the employers who are providing provident fund and/or gratuity schemes show that:
 - 30.42% of the employers are only giving gratuity benefit;
 - 20.85% of the employers are only giving provident fund; and
 - 24.79% of the employers are giving both.
- 9.3% of the surveyed employers have reported that they are not providing any sort of retirement benefit to their employees.
- Gratuity Schemes have smallest pool of funds i.e. 5% of the total assets of all schemes.
- 52% of the gratuity schemes were established solely to comply with legal obligations to pay gratuities.
- 58% of the total gratuity schemes are un-funded.
- The mandatory gratuity is being promised by the employers without:
 - Separation of scheme assets (the fund) from the sponsors (the employer)
 - Assessment of an entity's ability to pay the promised benefit
 - Credit insurance on the promised gratuity liabilities
 - Periodic actuarial valuation in order to ensure that the inherent viability of gratuity pension schemes

It has been further observed that:

- Occupational Saving Schemes (OSS) which include provident fund and gratuity fund as well as occupational retirement schemes (superannuation funds) are not being properly regulated by any regulatory body in Pakistan.
- The Federal Board of Revenue approves the OSSs and superannuation schemes under Sixth Schedule of the Income Tax Ordinance, 2001, and Chapter XV of the Income Tax Rules 2002 which contain the only regulations that apply to establishment and administration of such schemes.
- If the schemes created under the labour law mandate or otherwise are not registered/approved by the FBR, they are not subject to any oversight by any other body.
- Monitoring of the OSSs and Superannuation schemes is not a natural extension of FBR's role being a tax collection authority. This extension of responsibilities has

resulted in lack of efforts on its part for development of required human resource and systems for effective and adequate monitoring and supervision of the OSSs and Superannuation schemes.

- Regulations / standards / best practices guides relating to responsibilities and, fit and proper test of trustees, have not been prescribed / enforced. The modern concepts of qualified and independent trustees or corporate trustees etc. have also not been introduced.
- Professionals such as actuaries and auditors, which can have an important role in the OSSs and superannuation schemes, have not been provided any guidelines or standards of practice or valuation basis etc. to enable them to undertake their jobs effectively.
- The current investment regulations are outdated and have developed serious ambiguities, inconsistencies and contradictions. This has led to divergent and imprudent practices followed by various schemes.

4. Way forward

- (i) It is recommended that SECP should take on the role of Occupational Saving / Pension Scheme supervisor. The following amendment (bold) made in the SECP Act through Finance Act, 2008 paves the way for the FBR to relinquish its unnatural quasi regulatory role in favour of SECP.

20 (4) The Commission shall be responsible for the performance of the following functions:

(v) promoting and regulating development of private Pension Scheme and Funds.

(w) promoting and regulating any scheme, fund, arrangement or undertaking (including but not limited to pension, superannuation gratuity and provident funds and schemes) established by or on behalf of companies and state owned corporations as employers, for entitlement of post employment benefits of their employees.” ;

- (ii) In light of the above amendment, SECP should issue regulations to regulate/supervise the occupational pension / saving schemes, also recognizing existing regulations as there are many existing occupational savings arrangements under trust and are registered through legislation with the Federal Board of Revenue.
- (iii) All superannuation/pension schemes, provident funds and gratuity schemes established by or on behalf of companies and state owned corporations as employers should be registered with and regulated by SECP.
- (iv) The schemes registered with SECP should automatically qualify for tax exemption without further registering with the FBR. Sixth Schedule of the Income Tax Ordinance, 2001, and Chapter XV of the Income Tax Rules 2002 should be accordingly amended.
- (v) All registered schemes should be established under trust. Creation of separate trust funds for self administered schemes with adequate controls is recommended to ensure that undue influence by the employer is avoided and scheme assets are separated from the employers.
- (vi) All registered schemes should provide information on their membership and assets, at a frequency and in such manner as prescribed by the SECP under the regulations.
- (vii) All registered schemes should apply standards of administration and record keeping, as prescribed by the SECP under the regulations.
- (viii) All registered schemes should be regularly audited, with such standards as may be prescribed by SECP under the regulations and that the results of such an audit are communicated to the SECP, to members and beneficiaries of the schemes under trust.

- (ix) All registered schemes should have an option to appoint a third party investment manager, or a third party custodian with the approval of SECP under the proposed regulations.
- (x) Employers should have an option to join a specially created master trust to satisfy the labour law mandate. Master trust would be a fund to which more than one employer can contribute to provide benefits to their employees. This would enable the small employers to join a master trust offered by another employer or a fund manager instead of creating a separate fund for its small number of employees.
- (xi) All defined benefit schemes should be required to have periodic actuarial valuation in line with certain standards.
- (xii) A comprehensive investment policy should be prescribed for the funded schemes under the regulations (possibly differentiating between types of schemes) for prudence, and matching of assets and liabilities. For provident fund scheme, an allocation policy should be prescribed to provide option to the employees for allocation of the investments based on their choice.
- (xiii) Make funding of schemes mandatory and prescribe Minimum Funding Requirement
- (xiv) The intermediaries like independent trustees, record keeper, etc. should be developed who should administer various function of fund management, again with controls to ensure that employer does not have ability to access or influence the investment of funds
- (xv) In case of default by the employers, SECP should make investigations and impose penalties.

5. Outline of the proposed Regulatory Framework

The regulations proposed by SECP should cover the following areas:-

- Registration
- Annual returns, filing.
- Monitoring.
- Actuarial valuation for defined benefit schemes
- Audit of the schemes
- Industry data collection and publication
- Trustees
- Actuaries
- Accountants
- Auditors
- Custodians
- Employers
- Investment Managers
- Solicitors
- Complaints
- Investigations.
- Winding up schemes.

Please submit your comments on the proposed 'Way Forward and Outline of the proposed Regulatory Framework' latest by November 30, 2008. To help us process and review your comments more efficiently, please follow the instructions.

How to Submit Comments

Comments may be submitted by one of the three methods at the latest on October 30, 2008. To help us process and review your comments more efficiently, please use only one method:

1. E-mail

- Send comments to Mr. Hasnat Ahmad: hasnat.ahmad@secp.gov.pk
- The subject line of your message should indicate "Comments on the Framework of Occupational Savings Schemes"
- Please do not submit attachments as HTML, GIF, TIFF, PIF, or EXE files

OR

2. Fax

Send a fax to the attention of Mr. Hasnat Ahmad, using the following fax number:

051-9218590

OR

3. Post

Send your comment letter to:

Mr. Hasnat Ahmad
Director Pensions Wing
Securities & Exchange Commission of Pakistan
NIC Building, 63 Jinnah Avenue, Blue Area
Islamabad, Pakistan



SECP Occupational Savings Schemes Survey

July 2007

This information will be kept confidential and will not be published or otherwise made available to any member of the public except in aggregate form as part of a survey.

The following form may also be downloaded from the SECP website http://www.secp.gov.pk/divisions/Portal_NBFC/InformatinFor.htm). It should be completed for each scheme mentioned.

For the purpose of this Survey, a scheme is any arrangement or obligation by the employer to pay a pension, provident fund benefit or gratuity, whether or not it is under trust and whether or not there are any assets dedicated to paying such a liability.

The information requested is for data relating to the latest financial year that ended at any time between 1st January 2006 and 30th June 2007

Part A: Employer Information

1. Full business name and address of Employer

2. Person completing this form

2.1. Name	
2.2. Designation	
2.3. Address	
2.4. Telephone	
2.5. email	

3. Total Employer Schemes

3.1. Does employer have more than one scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2. Number of Provident Fund Schemes		
3.3. Number of Gratuity Schemes		
3.4. Number of Pension or Superannuation Schemes		
3.5. Number of employees in active service of employer as at latest year end		

4. Schemes closed down between 1st January 2006 and 30th June 2007

4.1. Name of scheme		
4.2. Date scheme closed		
4.3. Assets transferred to different scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4. Assets paid to beneficiaries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.5. Other arrangements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.6. If a defined benefit pension scheme was closed down and replaced by a defined contribution pension scheme, tick yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part B: Survey of Single Scheme – Provident Fund type

1. Name of Scheme		
2. Year Scheme established		
3. Year end of Scheme (should be in 18 months period ending 30 th June 2007)	_____/_____/_____	
4. Is this Scheme recognised by the Central Board of Revenue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is this Scheme established through a Trust?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Number of trustees		
7. Employer makes contributions	<input type="checkbox"/> Yes (_____ % of basic salary)	<input type="checkbox"/> No
8. Employee makes contributions	<input type="checkbox"/> Yes (_____ % of basic salary)	<input type="checkbox"/> No
9. Is this Scheme audited by a firm of accountants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Can employees make early withdrawals or obtain loans from the provident fund before the end of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Annual contributions (include contributions and loan repayments) amount for latest financial year	Rs: _____ (Please do not round off)	
12. Number of employees for whom contributions were made:		

13. Number of active employees covered by the scheme at latest year end	
14. Benefits for latest financial year:-	
a. Number of recipients paid lump sum benefits	
b. Amount of lump sum benefits on leaving employment	Rs: _____ (Please do not round off)
c. Number of provident fund members leaving employment without entitlement to benefits for latest financial year	
15. Was an investment manager appointed to manage the assets of the Provident Fund at any time during the year? :	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Was an investment adviser appointed to advise on the management of the assets of the Provident Fund at any time during the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Value of assets of this scheme as at latest year end	Rs: _____ (Please do not round off)
18. How was the scheme assets invested at latest year end?	
a. National Saving Schemes	Rs: _____
b. Pakistan Investment Bonds	Rs: _____
c. Treasury Bills	Rs: _____
d. TFCs- listed	Rs: _____
e. Equity securities – listed	Rs: _____
f. Mutual funds – open end	Rs: _____
g. Mutual funds – close end	Rs: _____
h. TFCs - unlisted	Rs: _____
i. Equity securities – unlisted	Rs: _____
j. Bank deposits	Rs: _____
k. Others, please specify	Rs: _____
Total (this figure should be same as given at serial no 17)	Rs: _____

Part C: Survey of Single Scheme – Gratuity Fund type

1. Name of Scheme:		
2. Year Scheme established		
3. Year end of Scheme (should be in 18 months period ending 30th June 2007)	_____/_____/_____	
4. Was the Scheme established solely to pay the legal obligations of The West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance, 1968 to pay a gratuity to a leaving employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is this Scheme approved by the Central Board of Revenue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Is this Scheme established through a Trust?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Number of trustees		
8. Size of Gratuity liabilities as at latest year end		
9. Is the Scheme funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please answer questions 10 to 22		
10. Is this Scheme audited by a firm of accountants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Is the Scheme in surplus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Amount of surplus/(deficit)	Rs. _____/(_____)	
	(Please do not round off)	
13. Date of last actuarial valuation	_____/_____/_____	
14. Annual contributions amount for latest financial year:	Rs. _____	
	(Please do not round off)	
15. Number of employees for whom contributions were made in latest financial year:		
16. Number of active employees covered by the scheme at latest year end		
17. Benefits during latest financial year		
a. Number of recipient paid lump sum benefits:		

b. Amount of lump sum benefits:	Rs: _____ (Please do not round off)	
18. Number of those entitled to a gratuity leaving employment without gratuity for latest financial year		
19. Was an investment manager appointed to manage the assets of the Gratuity Fund at any time during the year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Was an investment adviser appointed to advise on the management of the assets of the Gratuity Fund at any time during the year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Value of assets of this scheme as at latest year end	Rs: _____ (Please do not round off)	
22. How was the scheme assets invested at latest year end?		
a. National Saving Schemes	Rs: _____	
b. Pakistan Investment Bonds	Rs: _____	
c. Treasury Bills	Rs: _____	
d. TFCs- listed	Rs: _____	
e. Equity securities – listed	Rs: _____	
f. Mutual funds – open end	Rs: _____	
g. Mutual funds – close end	Rs: _____	
h. TFCs - unlisted	Rs: _____	
i. Equity securities – unlisted	Rs: _____	
j. Bank deposits	Rs: _____	
k. Others, please specify	Rs: _____	
Total (this figure should be same as given at serial no 21)	Rs: _____	

Part D: Survey of Single Scheme – Pension or Superannuation Fund

1. Name of Scheme		
2. Year Scheme established		
3. Year end of Scheme (should be in 18 months period ending 30 th June 2007)	____ / ____ / ____	
4. Is this Scheme approved by the Central Board of Revenue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is this Scheme established through a Trust	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Number of trustees		
7. Employer makes contributions	<input type="checkbox"/> Yes (_____ % of salary)	<input type="checkbox"/> No
8. Employee makes contributions	<input type="checkbox"/> Yes (_____ % of salary)	<input type="checkbox"/> No
9. Age at which benefits start to be paid		
10. Provision to pay benefits before normal retirement age subject to certain conditions, often known as early retirement, other than permanent incapacity or death in service.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Provision to pay pension to dependants on death in service	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Provision to pay pension to dependants on death of pensioner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Are pension benefits automatically adjusted each year according to inflation or other comparable reference point	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Size of pension liabilities	Rs. _____ (Please do not round off)	
15. Is the Scheme funded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Is the Scheme in surplus	<input type="checkbox"/> Yes	<input type="checkbox"/> No

17. Amount of surplus/(deficit)	Rs. _____/(_____) (Please do not round off)	
18. Is this Scheme audited by a firm of accountants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Is the pension benefit based on a fixed formula (defined benefit) Or on the value of the assets at retirement (defined contribution)	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No
20. Was an investment manager appointed to manage the assets of the Pension Fund at any time during the year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Was an investment adviser appointed to advise on the management of the assets of the Pension Fund at any time during the year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. Date of last actuarial valuation	_____/_____/_____	
23. Annual contributions amount for latest financial year by employer: By employee	Rs. _____ Rs. _____ (Please do not round off)	
24. Number of employees for whom contributions were made in latest financial year		
25. Number of active employees covered by the scheme at latest year end		
26. Benefits for latest financial year		
a. Number of recipients paid pension benefits:		
b. Amount of pension benefits:	Rs. _____ (Please do not round off)	
c. Number of recipients paid lump sum benefits		
d. Amount of lump sum benefits:	Rs. _____ (Please do not round off)	
e. Number of recipients of pensions who were dependants.		
27. Value of assets of this scheme as at latest year end	Rs: _____ (Please do not round off)	

28. How was the scheme assets invested at latest year end?	
a. National Saving Schemes	Rs:_____
b. Pakistan Investment Bonds	Rs:_____
c. Treasury Bills	Rs:_____
d. TFCs- listed	Rs:_____
e. Equity securities – listed	Rs:_____
f. Mutual funds – open end	Rs:_____
g. Mutual funds – close end	Rs:_____
h. TFCs - unlisted	Rs:_____
i. Equity securities – unlisted	Rs:_____
j. Bank deposits	Rs:_____
k. Others, please specify	Rs:_____
Total (this figure should be same as given at serial no 27)	Rs:_____