



Makerere
University
Retirement
Benefits
Scheme



General Guidelines

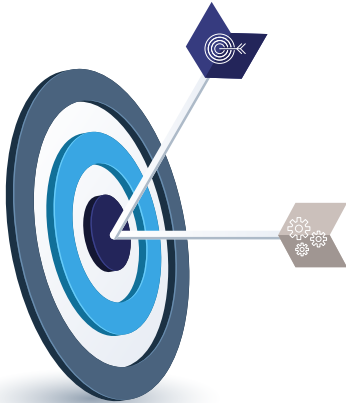
for Member-Nominated Trustee Elections 2024

Section 1

About MURBS

Makerere University Retirement Benefits Scheme (MURBS) is a scheme for Makerere University staff. MURBS was established under irrevocable trust with effect from 1 April 2009. The Scheme was set up by Makerere University for the purpose of providing retirement benefits to employees of Makerere University upon retirement from the University. The Scheme is governed by a Board of Trustees with an elected Chairperson and Secretary from their number. MURBS is a Mandatory Employer-Based Scheme that is licensed with the Uganda Retirement Benefits Regulatory Authority under License No. RBS.0005.

Scheme Objectives and Functions



Objectives

- ▶ To provide social security benefits to members of the Scheme
- ▶ To invest Scheme funds for the purpose of growing members' contributions

Functions

- ▶ To collect contributions of its members on a regular basis
- ▶ To provide safe custody of the Scheme funds
- ▶ To invest Scheme funds for the benefit of members
- ▶ To pay out benefits to qualifying members



Vision

A center of excellence-
Transforming Members' lives for
a fulfilling retirement Journey

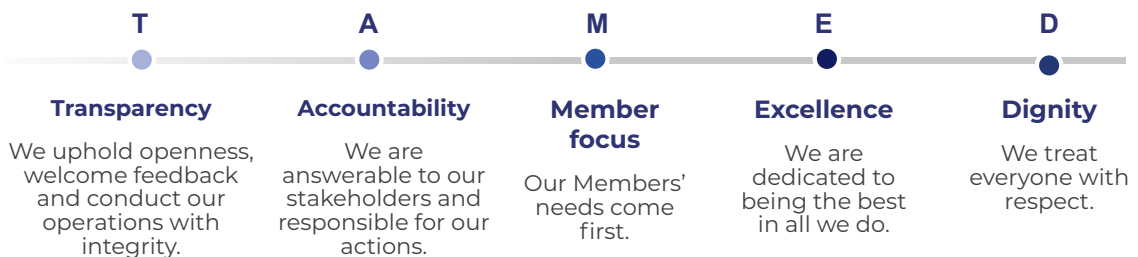


Mission

Safeguarding Member's
social security funds for a
dignified retirement

Core Values

The Board identifies itself with Five (5) core values to guide the operations of the Scheme. The Core Values are the following: -



Section 2

Justification for the Election of Member-Nominated Trustees

MURBS Trustees are responsible for ensuring that the Scheme is administered in accordance with the terms of the Trust Deed and Scheme Rules, and the Law. Their broad duties and responsibilities are stipulated under the Uganda Retirement Benefits Regulatory Authority (URBRA) Act, 2011 (Some of the roles and responsibilities of MURBS Trustees are outlined in Annexure 5). The Board of Trustees is composed of 7 members, 4 of whom are Member-Nominated representing academic staff (MUASA), administrative staff (MASA), and support staff (NUEI - Makerere University chapter), while 2 Trustees are nominated by the Sponsor - Makerere University Council, and an Independent Trustee.

MURBS Trustees are mandated to serve a term of four (4) years. A Trustee is eligible for re-election or nomination for a second term once if he or she meets the requirements.

Elections and nomination of MURBS Trustees are held three (3) months prior to the expiry of the individual Trustee's term in office.

The term for three Trustees of the Makerere University Retirement Benefits Scheme, who represent the Academic Staff, Administrative Staff and Support Staff will expire on the 31st day of March 2025.

For that reason, the MUASA, MASA and NUEI members of MURBS are required to elect their representatives on the MURBS Board of Trustees. The elections are to be conducted in accordance with the Trust Deed and Scheme Rules (as amended 30 May 2023). The elections are also to be conducted in compliance with the Uganda Retirement Benefits Regulatory Authority (URBRA) Act, 2011 and corresponding regulations and guidelines. The Administrator is mandated under Clause 7, Section (i) of the Trust Deed to conduct the elections for the Member Nominated Trustees.

Section 3

Election Guidelines 2024

Part I (Election Calendar)

No	Activity	Date/Time	Responsible
1	Circulation of Election Notice	22 November 2024	Zamara
2	Deadline for submission of Nomination Forms	28 November 2024	Candidates
3	Communication of successful nominees to Associations	29 November 2024	Returning Officer (Benson Arindah, Zamara)
4	Campaigns	29 November – 4 December, 2024	Candidates
5	i) Ballot Voting	9 December, 2024 (9:00 a.m. - 1:00 p.m.)	Zamara
	ii) Proxy Voting	5 December – 6 December, 2024 (until 5:00 p.m. East African Time -EAT)	Zamara
6	Communication of Election results	9 December 2024	Returning Officer (Benson Arinda, Zamara)

The Aspirants for the Trustee positions must fulfil the following: -



Fulfil the minimum requirements below;

- a. Be employed by the University on permanent terms for a period of at least five (5) years.
- b. Be an Active Member of the Scheme.
- c. Have at least a Bachelor's degree from a recognized academic institution.
- d. Pass the Fit and Proper Test.
- e. Should be below 56 years of age.
- f. Should be an Ambassador of MURBS as per the appended List.
- g. The elected Trustees shall undergo the Trustee Certification Training and pass their exams.



The key documents include the following (these can also be obtained on the Scheme website): -

- a. MURBS Member Trustee Nomination Form 2024
- b. MURBS Trustee Fit and Proper Form
- c. List of MURBS Ambassadors



Complete the Nomination Form and the Fit and Proper Test.

Enclose the documents with the required attachments in a sealed envelope addressed to the Returning Officer at the address below: -

Mr. Benson Arindah

The Returning Officer, MURBS Trustee Elections

Zamara Actuaries Administrators and Consultants Uganda Limited

2nd Floor, Studio House

5 Bandali Rise, Bugolobi

Kampala



Deliver the envelope to the Returning Officer by 12.00pm on 28 November 2024.

Further to delivering the sealed envelope to the above address, you **MUST ALSO** send copies of the completed Nomination Form, the Fit and Proper Test, and the required attachments to the Returning Officer via email at info@zamara.co.ug by 12.00pm on 28 November 2024 with the subject; MURBS Member Election Forms 2024.



All correspondences received by email will be acknowledged.

Part III (Following Nominations)

- a.** Notification of the successful candidates will be made by the Returning Officer on 29 November 2024 to the Association. The Returning Officer shall notify unsuccessful aspirants in writing through their respective emails.
- b.** Campaigns will begin on 29 November 2024 and end on 4 December 2024.

Part IV (Ballot Voting)

- a.** On the voting day present your valid University Staff ID to the Presiding Officer at the polling station.
- b.** Voting will take place on 9 December 2024, starting at 9:00 a.m. and ending at 1:00 p.m. Vote counting shall commence immediately and the winner shall be declared.

Part V (Proxy Voting)

- a.** Only members that are (i) Out of Station, (ii) On leave (study or any other) shall be permitted to vote by proxy
- b.** Members in the categories above shall be required to have a letter from their Head of Department/Unit, verifying their being out of station or on leave, verifying their being out of station or on leave.
- c.** Voting will begin on 5 December 2024 and end on 6 December 2024 at 5:00 p.m. EAT. Please note that any votes sent before or later than the specified voting period will be considered null and void.

- d.** Members are required to send an email to the Administrator (info@zamara.co.ug). The criteria for a legitimate vote will be as follows: -
- ▶ The email vote should have the Subject: MURBS TRUSTEE ELECTIONS 2024 – MUASA/MASA/NUEI
 - ▶ In the email body, insert the following: -
 - My vote is for..... (add the full name of the candidate you are voting)
 - Sign off with your full name, payroll number (IPPS), and name of your Association, i.e., MUASA or MASA or NUEI.
 - ▶ Attach a copy of your University Staff ID or Passport or National ID and letter from the Head of Department/ Unit or University Management to verify your being out of station or on leave before sending the email vote to the Administrator email above.
 - ▶ Proxy votes shall be printed, tallied, and confirmed on 9 December 2024 at the respective Association polling station.

Part VI (After Voting Day)

The Returning Officer shall send official communication in writing to the Chairpersons of MUASA, MASA and NUEI, and to the MURBS Board of Trustees, informing them of the elected Trustees. This will be done no later than 10 December 2024.

Section 4

Annexures to the Election Guidelines-December 2024



Annexure 1

List of MURBS Ambassadors



Annexure 2

MURBS Member Trustee Nomination Form 2024



Annexure 3

MURBS Trustee Fit and Proper Form 2024



Annexure 4

Roles and Responsibilities of MURBS Trustees