

# RETIREMENT FUND SERVICES

Strengthening fund governance.  
Securing futures. Creating Value



Governance &  
Compliance



Strategic Oversight  
& Performance



Trustee  
Empowerment



Sustainable  
Impact



# OUR SERVICES

PolyNew Training Services recognizes the significant role that retirement funds play in securing the financial wellbeing of employees salient being to provide better returns on savings as a result of professional and regulated investment of such savings.

Our services are designed to support trustees, fund administrators, participating employers and sponsors in strengthening fund governance.



## FOUNDATIONAL FUND GOVERNANCE & COMPLIANCE

**Focus:** Building a robust base of ethics, rules, and regulatory adherence.



### Comprehensive Trustee Training

Fit-for-purpose fiduciary education aligned with regulatory and ethical standards.

*(Pension Fund Rule(PFR 10)*



### Policy & Fund Rules Development

Drafting maiden and updating fund rules, codes of conduct, policies and Terms of Reference.

*(Pension Fund Rule(PFR 10)*



### Regulatory Advisory Support

Expert alignment with the Botswana Retirement Funds Act, Financial Services Laws and NBFIRA directives.

*(Pension Fund Rule(PFR 10)*

## FUND STRATEGIC OVERSIGHT & PERFORMANCE

**Focus:** Driving clarity, effectiveness, and continuous improvement.



### Board Evaluation & Assessments

Provision of independent governing body evaluations and specialized assessment tools.

*(Section 15,subsection 3 of the Retirement Funds Act,2022)*

*(Pension Fund Rule(PFR 10)(IOPs guidelines)*



### Fund Strategy Formulation

Professional development of maiden fund strategies and review of existing frameworks.

*(King V Governance Code, Principle 3, Strategy, Performance and Sustainable value creation)*



### Performance Oversight Tools

Guidance on KPIs and Investment monitoring for boards and fund sponsors. Independent reviews on risk controls.

*(Sec 30 (2) of the Retirement Act,2022)*

# TRUSTEE TRAINING COURSES



## **Foundations for Retirement Fund Trustees**

**Objective:** The purpose of this course is to provide Botswana Retirement Fund Trustees with the basic knowledge and skills necessary to fulfil their fiduciary and governance duties optimally.



## **Death Benefits**

**Objective:** The purpose of this course is to provide Botswana Retirement Fund Trustees enhanced insights on the following specific salient areas:

- Regulatory framework on death benefits.
- Best Practices and Processes.
- Powers & Duties of trustees in relation to death benefits.
- Investigating Claims effectively and equitably.
- Deductions and Withholding of death benefits



## **Related Party Transactions & Policy Training**

**Objective:** The course is designed to provide guidance to the conduct of the Fund in order to ensure that all transactions with related parties (as defined in the policy) and other situations involving potential conflicts of interest are performed in accordance with interests of the Pension Fund. This is meant to guard against any related party risks and ensure adequate compliance with the requirements of the regulator.



## **Fund Annual Financial Statements Analysis**

**Objective:** The course aims to equip participants to interpret, analyze, and critically evaluate the financial health and sustainability of pension fund financial performance, financial position and accompanying notes and accounting policies as represented in annual financial statements.



## **Investment Fundamentals**

**Objective:** The course is designed to equip trustees and administrators with core principles to construct, monitor, and govern compliant, risk-aware investment portfolios within Botswana's regulatory framework.



## **Sustainable & Inclusive Retirement Funds**

**Objective:** The course is designed to equip trustees and administrators to embed ESG principles, climate resilience, and inclusive design into retirement funds aligned with Botswana's Vision 2036 and global best practices.



## **Fund Governance and Ethics**

**Objective:** The course is designed to equip trustees and administrators with developing principled governance skills, fiduciary judgment, and ethical decision-making capabilities for effective retirement fund oversight.



## **An introduction to Data Protection for Retirement Funds**

**Objective:** The course is designed to equip trustees and administrators with tools to implement Data Protection Act core principles, rights and obligations so as to remain compliant with data governance and protect member information.



## **AML-CFTP for Retirement Funds**

**Objective:** The overall purpose of this course is to ensure that Retirement Funds are prevented to the highest degree from being used intentionally or unintentionally by criminal elements for money laundering activities or terrorist financing activities. The training is embedded with processes and procedures to be carried out by relevant personnel and the Fund as a whole so as to remain compliant to the revised Financial Intelligence Act of 2022(as amended in 2025) and further guidelines as prescribed by the regulator NBFIRA.



## **Fund policies and Risk Management**

**Objective:** The course is designed to equip trustees and administrators with skills to design compliant policies and implement robust risk management frameworks aligned with Botswana's financial services laws and best practice risk management frameworks.



## **Private Equity**

**Objective:** The course is designed to equip trustees and investment teams to evaluate, implement, and govern private equity (PE) allocations within Botswana's regulatory framework while maximizing risk-adjusted returns.



## **Future-Proofing Botswana's Retirement Funds: Trends, Risks & Innovation**

**Objective:** The course is designed to equip trustees and administrators to anticipate disruptions, leverage technology, and build resilient pension systems aligned with Botswana's evolving economic landscape.

# PARTICIPATING EMPLOYERS, SPONSORS & ADMINISTRATORS SERVICE OFFERING



## CONSULTING SERVICES

Corporate Strategy Formulation  
Corporate Strategy Cascading  
Independent Review of Annual Financial  
Statements  
Annual Reporting & Integrated Reporting services  
Business Process Analysis & Review  
Business Continuity Management Systems(BCMS)  
Business Process Reengineering(BPR)



## TRAINING SERVICES

AML-CFT Sector & Organization training  
ESG Reporting  
Corporate Governance(King V implementation)  
Change Management  
Risk Management  
Business Continuity  
Certificate of Competence (Short Term)  
Certificate of Competence (Long Term)

## ORGANISATIONS ASSISTED



**Botswana  
Meat  
Commission**  
Meat Perfection Defined

**Deferred  
Pensioners  
Pension Fund**



**Bomaid**  
Health & Happiness at heart

**Free Standing  
Additional Voluntary  
Contribution (FSAVC)**



**Millennium  
Botswana  
Retirement Fund**

**Sentlhaga  
Pension  
Fund**

**Registered and Accredited with**



**HUMAN  
RESOURCE  
DEVELOPMENT  
COUNCIL  
of BOTSWANA**

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