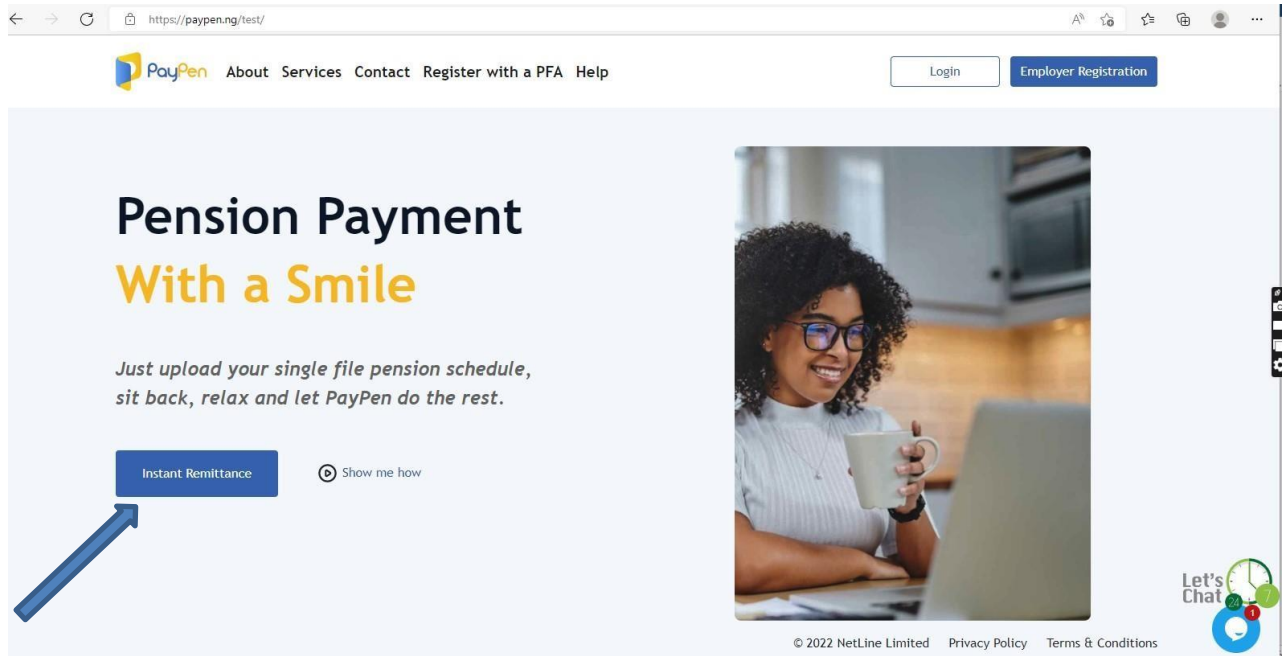
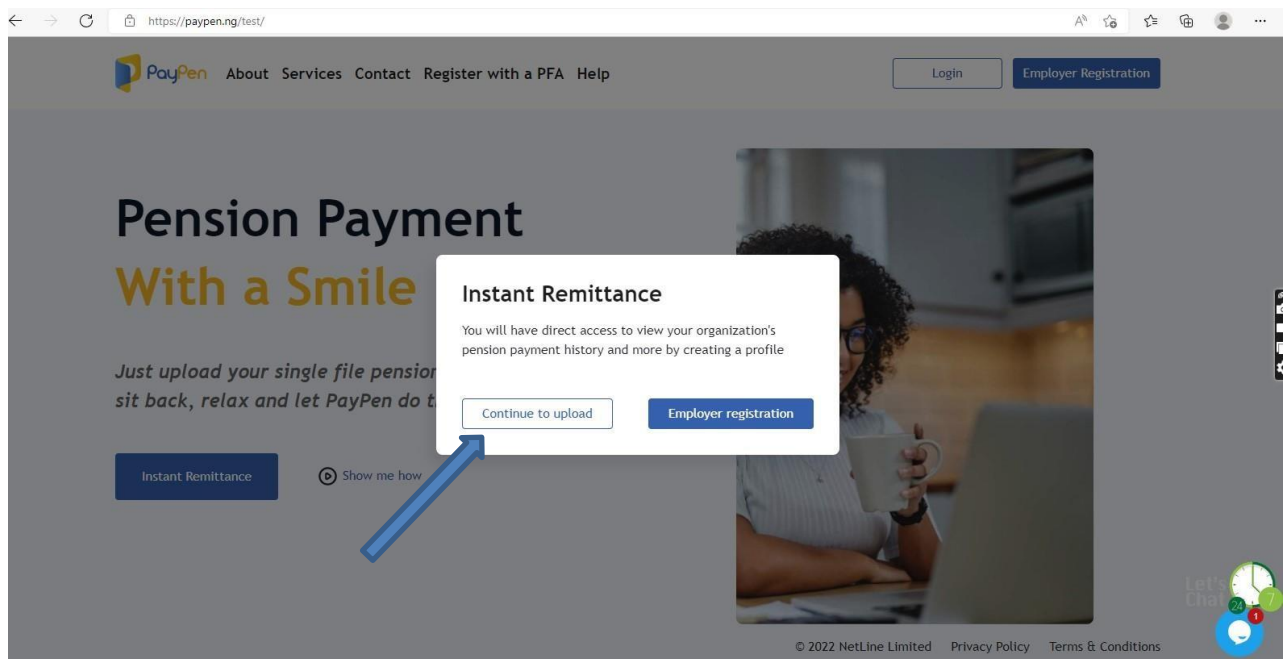


HOW TO MAKE PENSION REMITTANCE ON PAYPEN WITHOUT A PROFILE

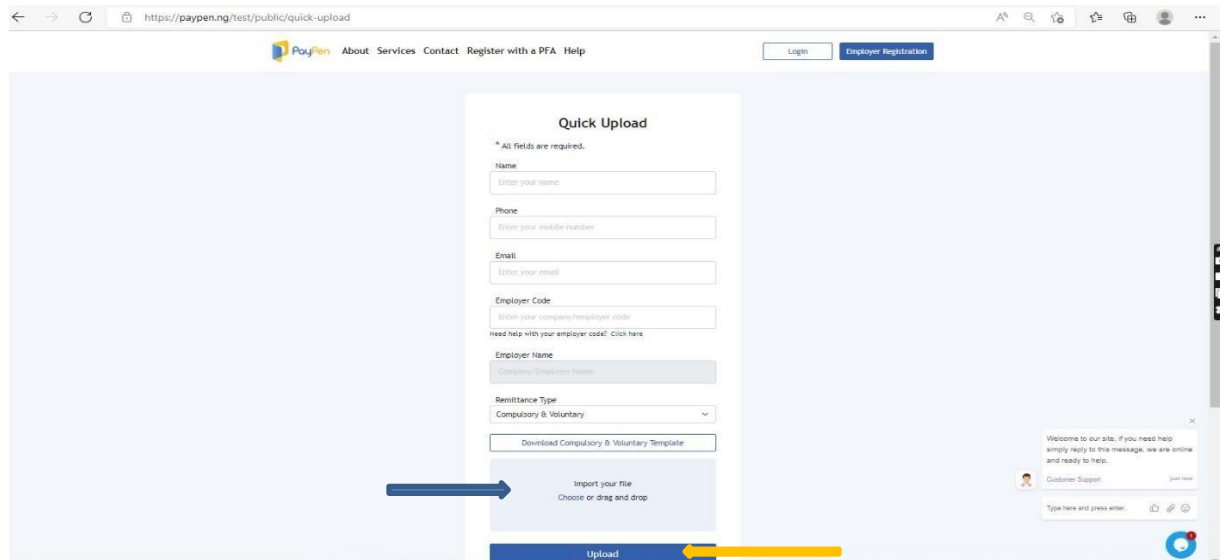
1. Click on **'Instant Remittance'** on the home page.



2. Click on **'Continue to upload'**



- Go back to PayPen and click on 'Import File'. You can also drag your file from your system and drop on the 'Import File' box and then click on 'upload'.



Quick Upload

* All fields are required.

Name
Enter your name

Phone
Enter your mobile number

Email
Enter your email

Employer Code
Enter your company/employer code
Need help with your employer code? Click here

Employer Name
Company/Employer Name

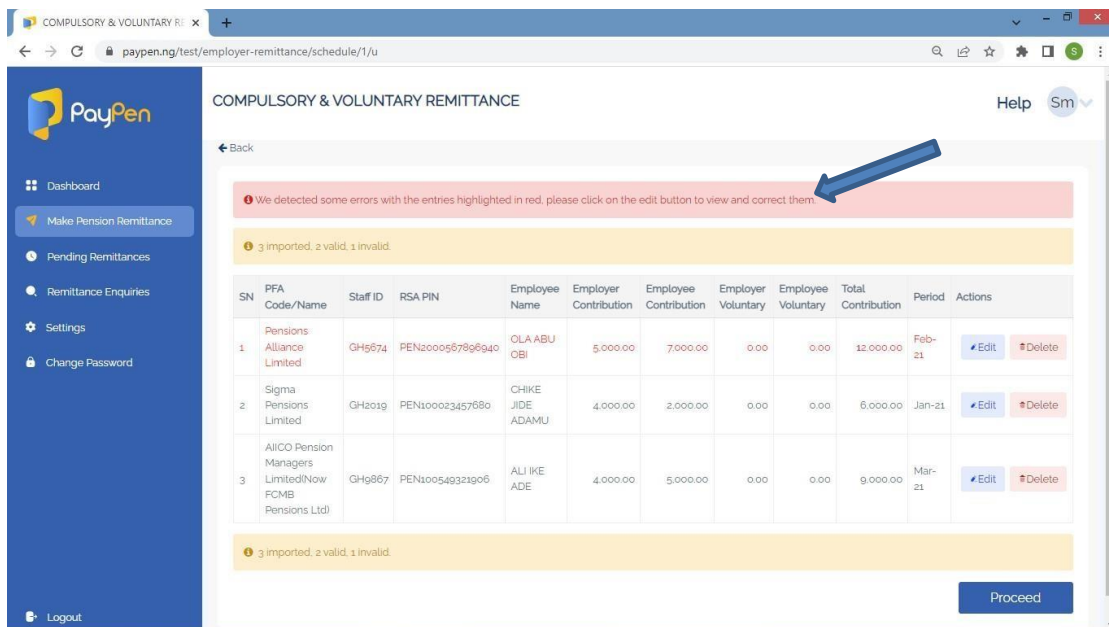
Remittance Type
Compulsory & Voluntary

Download Compulsory & Voluntary Template

Import your file
Choose or drag and drop

Upload

- Your file is now uploaded; the system will let you know if your file has any errors so you can make corrections.



COMPULSORY & VOLUNTARY REMITTANCE

Help Sm

← Back

⚠ We detected some errors with the entries highlighted in red, please click on the edit button to view and correct them.

🟡 3 imported, 2 valid, 1 invalid.

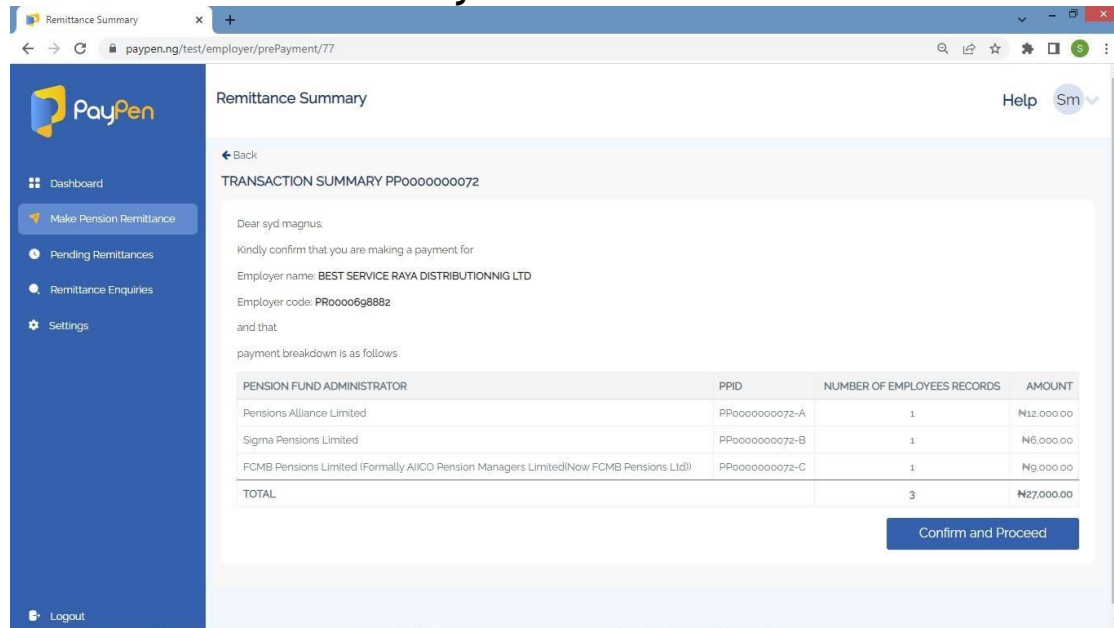
SN	PFA Code/Name	Staff ID	RSA PIN	Employee Name	Employer Contribution	Employee Contribution	Employer Voluntary	Employee Voluntary	Total Contribution	Period	Actions
1	Pensions Alliance Limited	GH5674	PEN2000587896940	OLA ABU OBI	5,000.00	7,000.00	0.00	0.00	12,000.00	Feb-21	Edit Delete
2	Sigma Pensions Limited	GH2019	PEN100023457680	CHIKE JIDE ADAMU	4,000.00	2,000.00	0.00	0.00	6,000.00	Jan-21	Edit Delete
3	AIICO Pension Managers Limited/Now FOMB Pensions Ltd)	GH9867	PEN100549321906	ALI IKE ADE	4,000.00	5,000.00	0.00	0.00	9,000.00	Mar-21	Edit Delete

🟡 3 imported, 2 valid, 1 invalid.

Proceed

7. If there are no errors, click on 'Proceed'.

8. A summary page would be displayed for you to review and confirm the details on your schedule.



Remittance Summary

TRANSACTION SUMMARY PP000000072

Dear syd magnus.

Kindly confirm that you are making a payment for

Employer name: BEST SERVICE RAYA DISTRIBUTIONNIG LTD

Employer code: PR000069888z

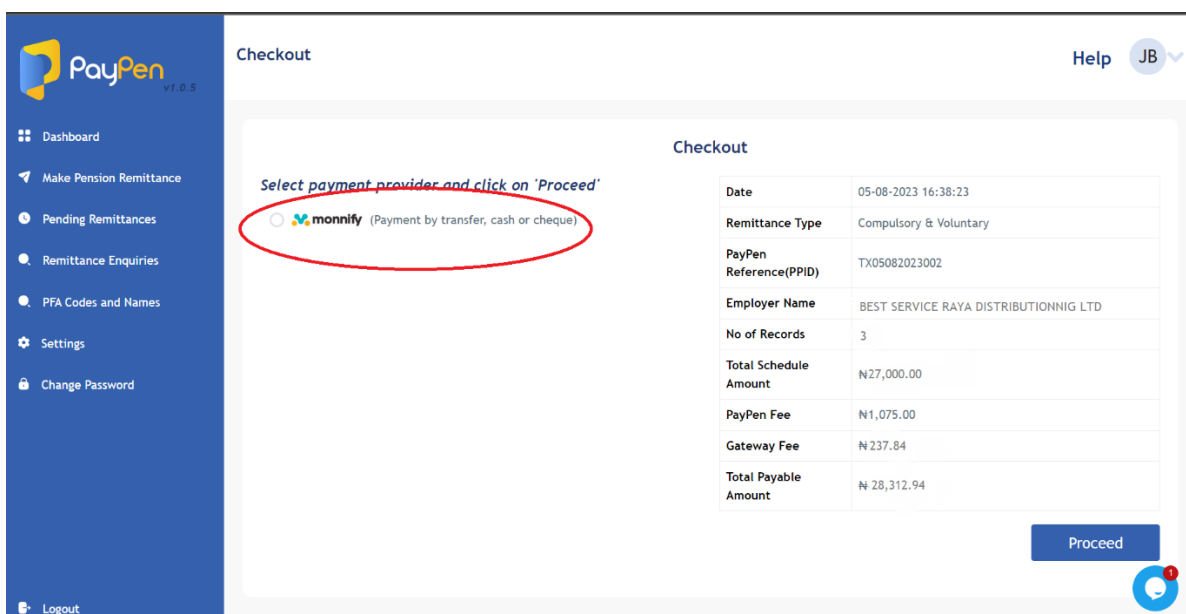
and that

payment breakdown is as follows:

PENSION FUND ADMINISTRATOR	PPID	NUMBER OF EMPLOYEES RECORDS	AMOUNT
Pensions Alliance Limited	PP000000072-A	1	N12,000.00
Sigma Pensions Limited	PP000000072-B	1	N6,000.00
FCMB Pensions Limited (Formerly AICO Pension Managers Limited/Now FCMB Pensions Ltd)	PP000000072-C	1	N9,000.00
TOTAL		3	N27,000.00

Confirm and Proceed

10. Next is the checkout page, select a payment provider by clicking on the icon circled below and then click on 'Proceed'.



Checkout

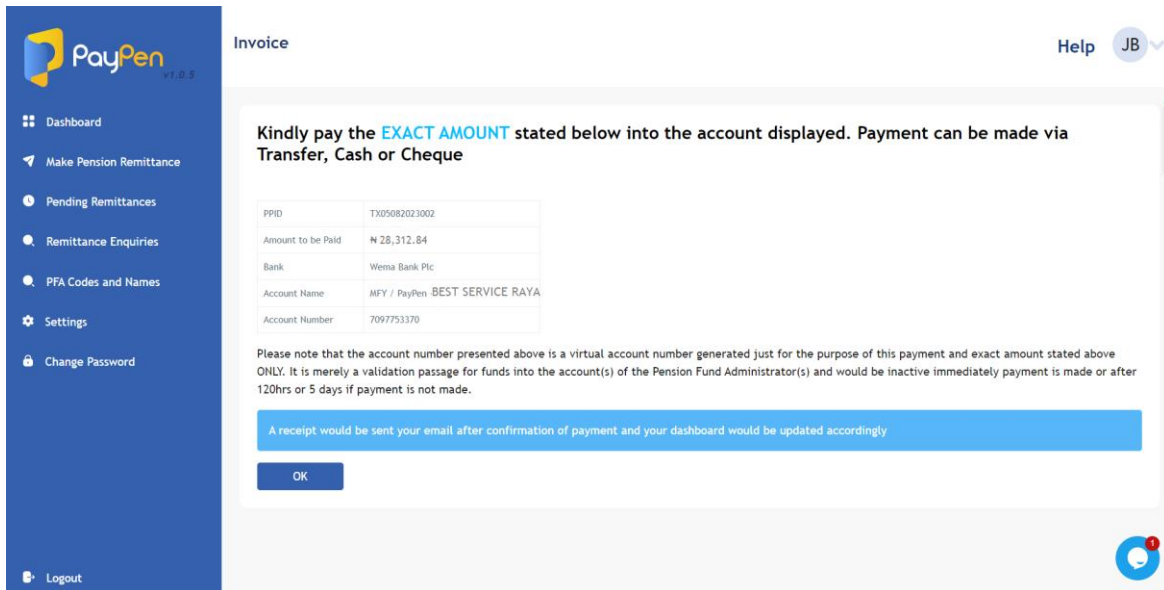
Select payment provider and click on 'Proceed'

monnify (Payment by transfer, cash or cheque)

Checkout	
Date	05-08-2023 16:38:23
Remittance Type	Compulsory & Voluntary
PayPen Reference(PPID)	TX05082023002
Employer Name	BEST SERVICE RAYA DISTRIBUTIONNIG LTD
No of Records	3
Total Schedule Amount	N27,000.00
PayPen Fee	N1,075.00
Gateway Fee	N237.84
Total Payable Amount	N 28,312.94

Proceed

11. Make payment and click on 'OK'.



Invoice

Help JB

Kindly pay the **EXACT AMOUNT** stated below into the account displayed. Payment can be made via Transfer, Cash or Cheque

PPIID	TX05082023002
Amount to be Paid	N 28,312.84
Bank	Wema Bank Plc
Account Name	MFY / PayPen BEST SERVICE RAYA
Account Number	7097753370

Please note that the account number presented above is a virtual account number generated just for the purpose of this payment and exact amount stated above ONLY. It is merely a validation passage for funds into the account(s) of the Pension Fund Administrator(s) and would be inactive immediately payment is made or after 120hrs or 5 days if payment is not made.

A receipt would be sent your email after confirmation of payment and your dashboard would be updated accordingly

OK

Logout

For Clarifications or further enquiries, feel very free to reach us anytime with the details below;

Whatsapp ; 081 11556557

Phone : 081 11556557
07085287169

Email: hello@paypen.ng

Team PayPen