



DIRECTOR DETAILS SUBMISSION VIA THE CONTRIBUTIONS WEBSITE

(Recording of Directors/Owners/Members/Partners)

Access the MIBFA Portal

Open your Internet browser and navigate to the [MIBFA](#) portal. Click the “Contributions Submission” button to access the [MIBFA Contribution](#) website. Navigate the displayed page and enter your **Username** and **Password**.

First Time Login

If you are a participating employer logging in for the first time, please contact the MIBFA CRM Team on **011 688 3115** to obtain your username and password.

The **First-time Login Tutorial** is available to help you understand and navigate the contributions site processes.



WELCOME TO MIBFA CONTRIBUTIONS WEBSITE

To login, please enter your Firm Number and Password in the form below and click the Login button.

Login date/time will be recorded for security purposes.

User name: *
Password: *

Login

IMPORTANT NOTICE

All customers submitting contributions online for the first time must obtain a password.

Passwords must be obtained by calling the MIBFA CRM Team on 011 688 3115 or 011 870 2099

or email ContributionInfo@mibfa.co.za

Visit the following link to access MIBFA's first time login tutorial - <https://www.mibfa.co.za/tutorial.aspx>

Navigate to Company Management

Once you have successfully logged in, you will see a menu with various button options.

To submit your company's **director/owner/member/partner details**, click on “Company management”.

Alternatively, the same tab is accessible from “Employee management”.

ADMINISTRATION SECTION

Capture new submission

View history

Employee management

Company management

You will be able to successfully submit the director's details via the MIBFA contribution site **only** if you have

- ✓ the full names, surname, initials, and ID number (or passport number for non-SA citizens),
- ✓ the physical and postal address (not the company address),
- ✓ the contact information (cell number, telephone number, and email addresses),
- ✓ the company registration details (CIPC registration number, VAT number, and corporate status).

Note, request is per S13A (9) of Pension Funds Act 24 of 1956 and FSCA Conduct Standard 1 of 2022.

Follow these steps to submit director details online

STEPS	EXPLANATION
 Click on the Contribution Submissions button on the Home page	 Click on the MIBFA Contribution Submissions button on the Home page of the MIBFA portal to submit your company directors/owners/members/partner details.
 Log in to the Contributions Portal on the MIBFA website	 To log into the MIBFA Contribution Submissions portal, you need to use your Firm's unique reference number and password. Enter your Firm reference number and password and click on the Login button. <i>Remember, if you are logging in for the first time, or have forgotten your password, you will need to contact the MIBFA CRM Team on 011 688 3115 to obtain or reset your password.</i>
 View or update your company and director details	 A menu appears with selection items. Click on Company management to view your existing Company details and to add/edit/update company director details (Also accessible via Employee management button).
 Add a new Director detail	 Click on Add/Edit Directors to add any new directors. Complete all required fields on the form, then click Submit to send the details to the Fund. <i>Remember, all fields are mandatory. If any information is invalid an error message will appear at the bottom of the screen – please correct these errors before submitting.</i> <i>Note, if you prefer, you may upload the approved Excel template using the Upload option under the Add/Edit Director button.</i>
 Edit or update existing Director details	 To edit or update information for an existing director, click the Search button and select Detail View. The current information will be displayed. Update and edit the fields as required and click the Submit button at the bottom to save your changes. Alternatively, for a quick update on the web page without displaying the entire form, click the Search button and select Edit. Update the fields directly on the line shown. Once completed click Update to save your changes or cancel to exit without saving.
 Delete existing director details	 To delete a retired or resigned director, click the Search button to view all active director records.

STEPS

EXPLANATION



Upload director details using the **Excel Template** (Alternative option)



A small checkbox next to each director will be available. Click and select the checkbox to display a tick, then click **Delete Selected Directors** to remove the record.

Important rules:

- ✓ there must always be **at least one active director** on record,
- ✓ *a director **cannot be deleted if they are the only one listed***

Instead of capturing details manually, you can submit multiple director information using the **approved Excel template** provided by the Fund.

Complete all required fields in the Excel sheet and save it on your computer.

Log in to the [MIBFA Contribution](#) Submissions portal using your Firm's reference number and password. Navigate to **Company management** and click **Add/Edit Directors**.

Click on "**Choose File**" to open the dialog box and **select your saved excel file** for upload.

Click the **Upload** button to submit, and a confirmation message will appear to indicate if the file was **uploaded successfully**. If there were any **errors**, they will be **displayed at the bottom** of the page. Please correct these on your file and **re-upload** the corrected file.

You can click **Search** to refresh and view the uploaded director records.

*Note, only the **approved template with the correct format will be accepted**.*



Log out from the Contributions Portal



Once you have finished submitting, click on the **Logout** button at the top of the page. This will safely close the **Contributions Portal** and help protect your information if you **step away** from your computer.

Common Data Validation Errors

The system automatically detects common incorrect information. Before submitting, please review and ensure:

- ✓ ID numbers are **13 digits**
- ✓ Contact numbers are **10 digits and start with 0**
- ✓ Email addresses are in a **valid** format (e.g. name@domain.com)
- ✓ Company registration number, VAT number, and corporate status must be **valid** per CIPC records
- ✓ All mandatory fields are completed (no **blank** fields)