



NATIONAL PENSION COMMISSION

VERIFICATION AND ENROLMENT OF THE FEDERAL GOVERNMENT EMPLOYEES SLATED FOR RETIREMENTS BETWEEN JANUARY, 2010 AND DECEMBER, 2011 UNDER THE CONTRIBUTORY PENSION SCHEME

This is to inform all employees of the Federal Government that in line with the provisions of Section 12 of the Pension Reform Act 2004 and as part of the implementation process of the issuance of Federal Government Retirement Bond, the Commission is organizing a verification and enrolment exercise for employees in the service of the Federal Government who are due **to retire between January, 2010 and December, 2011** by virtue of attaining the age of 60/65 years or 35 years in service whichever is earlier. The exercise commences from 13 to 29 July, 2009 at 8.00am at sixteen (16) Centres across the Country, as indicated in the schedule below.

2. The Exercise is intended to physically verify and enroll each employee with his/her necessary documents. The affected employees should come along with the original of the under- listed documents for sighting while photocopies of same would be submitted during the exercise:
 - (i) Original and photocopy of Letter of Appointment.
 - (ii) Original and photocopy of Birth Certificate or Declaration of Age.
 - (iii) Original and photocopy of Promotion Letter or Pay Slip indicating grade level and step as at 30th June 2004.
 - (iv) Letter from the Ministry, Department and Agency signifying retirement and first appointment dates, grade level and step as at 30th June 2004 as well as the current grade level and step.
 - (v) Authenticated past records of service.
 - (vi) Current Pay Slip indicating grade level and Step.
 - (vii) Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN).

- (viii) Letter from a suitably qualified physician or medical board certifying that the employee is no longer physically or mentally capable of carrying out the functions of his/her office (where applicable).
3. It is important to emphasize that only employees who have been verified and enrolled would be issued with the Federal Government Retirement Bond.
 4. To ensure successful exercise, PenCom requires the services of at least one Pension Desk Officer from an MDA who would assist in identifying the potential retiree and confirm the authenticity of documents so presented, by way of stamping and endorsing them.
 5. The exercise is scheduled to hold at sixteen (16) centres through-out the Federation. Find below the schedule showing grouping of States per centre, dates and venues for the exercise.
 6. Please note that medically unfit employees are exempted from the physical enrolment. However Pension desks officers are advised to come with the list of the employees concerned for processing.
 7. Please ensure that your Ministry, Department, Agency or Parastatal complies with this and bring same to the attention of your staff, so as to guide them accordingly.