

## APPENDIX G

### EXPLANATORY NOTES OF FIELDS THAT REQUIRE AUTHORIZATION

S/N	FIELDS	CONDITION(S)	SUPPORTING DOCUMENTS
1	Date of First (DOFA) Appointment / Date of Current Employment (DOCE)	<ul style="list-style-type: none"><li>i. Where the DOFA/DOCE of the Contributor was wrongly captured by the PFA.</li><li>ii. Where contributor gave wrong DOFA/DOCE.</li></ul>	<ul style="list-style-type: none"><li>i. Application letter from Contributor</li><li>ii. Letter of First Appointment/Employment Letter/Gazette.</li><li>iii. Employer confirmation of new request date</li><li>iv. Record of service (FGN employees).</li><li>v. Letter of First Appointment/Employment initially submitted.</li></ul>
2	Date of Birth (DOB)	<ul style="list-style-type: none"><li>i. Where the Date of Birth was wrongly captured by PFA.</li><li>ii. Where contributor gave wrong Date of Birth.</li></ul>	<ul style="list-style-type: none"><li>i. Application letter from Contributor.</li><li>ii. Birth Certificate/Declaration of Age.</li><li>iii. Confirmation letter stating correct Date of Birth from Employer.</li><li>iv. Record of service (FGN employees).</li><li>v. Letter of Date of Birth initially submitted.</li></ul>
3	Change of Surname	<ul style="list-style-type: none"><li>i. Where the contributor changed marital status (Married or divorced).</li><li>ii. Where the surname was wrongly captured by PFA.</li></ul>	<ul style="list-style-type: none"><li>i. Application Letter from Contributor.</li><li>ii. Employer confirmation for the change of Surname.</li><li>iii. Marriage Certificate if Applicable.</li><li>iv. Newspaper publication.</li><li>v. Court Affidavit.</li><li>vi. Record of service (FGN employees).</li></ul>
4	Change of First Name	<ul style="list-style-type: none"><li>i. Where the First Name was wrongly captured by PFA.</li><li>ii. Where the contributor changed his/her first name.</li></ul>	<ul style="list-style-type: none"><li>i. Application Letter from Contributor.</li><li>ii. Employer confirmation for the change of First Name.</li><li>iii. Newspaper publication.</li><li>iv. Court Affidavit.</li><li>v. Record of service (FGN employees).</li></ul>

5	Change of Middle Name	<ul style="list-style-type: none"> <li>i. Where the Middle Name was wrongly captured by PFA.</li> <li>ii. Where the contributor changed his/her middle name.</li> </ul>	<ul style="list-style-type: none"> <li>i. Application Letter from Contributor.</li> <li>ii. Employer confirmation for the change of Middle Name.</li> <li>iii. Newspaper publication.</li> <li>iv. Court Affidavit.</li> <li>v. Record of service (FGN employees).</li> </ul>
5	Change of Photograph	<ul style="list-style-type: none"> <li>i. Where there was a deformation of the face after registration on PAS.</li> <li>ii. Where a contributor wishes to change his/her photograph after 15 years of registration on RM of PAS.</li> </ul>	<ul style="list-style-type: none"> <li>i. Medical report from Approved Government Hospital confirming disfigurement of the face.</li> <li>ii. Application Letter from Contributor.</li> <li>iii. Employer confirmation for the change Photograph.</li> <li>iv. Copy of current photograph of the deformed face.</li> </ul>
6	Update of Status from Non Physical Challenge to Complete Physical Challenge	<ul style="list-style-type: none"> <li>i. Where a contributor loses his/her fingers or hands after registration on PAS.</li> </ul>	<ul style="list-style-type: none"> <li>i. Medical report from Approved Government Hospital confirming disfigurement/loss of hands or fingers after registration.</li> <li>ii. Photograph of Contributor showing loss of hands or fingers.</li> <li>iii. Employer's confirmation of loss of hands or fingers.</li> </ul>
7	Change of Signature	<ul style="list-style-type: none"> <li>i. Due to loss of hand/fingers after registration on PAS.</li> <li>ii. Due to change of name.</li> </ul>	<ul style="list-style-type: none"> <li>i. Medical report from Approved Government Hospital confirming disfigurement/loss of hands or fingers after registration</li> <li>ii. Application Letter from Contributor.</li> <li>iii. Court Affidavit.</li> <li>iv. Employer's confirmation of old and new signature (Where applicable).</li> <li>v. Old and new signature specimen (Where Applicable).</li> </ul>
8	Documents for Change of Gender	<ul style="list-style-type: none"> <li>i. Where a Contributor is issued an opposite gender PIN on the CRS.</li> </ul>	<ul style="list-style-type: none"> <li>i. Certificate of Registration.</li> <li>ii. Birth Certificate/Declaration of Age.</li> <li>iii. PFA Confirmation of the wrong gender.</li> </ul>