



## NATIONAL PENSION COMMISSION

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### CIRCULAR

REF: PENCOM/TECH/NDB/RBR/11/736

DATE: 3 May, 2011

TO: To All MDAs

Dear Sir/Madam,

SUBJECT: **ENROLMENT OF FEDERAL GOVERNMENT EMPLOYEES SCHEDULED FOR RETIREMENT BETWEEN JANUARY AND DECEMBER, 2012 UNDER THE CONTRIBUTORY PENSION SCHEME**

We write to inform you 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 an enrolment exercise for employees in the service of the Federal Government that are due **to retire between January and December, 2012** by virtue of attaining the age of 60/65 years or 35 years in service whichever is earlier. The exercise would also cover employees who have already retired but are yet to be enrolled by the Commission.

2. The exercise is intended to physically enroll each employee. 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 and Declaration of Age.
  - iii. Original and Photocopy of Promotion Letter and Pay Slip indicating grade level and step as at 30<sup>th</sup> June 2004.
  - iv. Letter from the Ministry, Department and Agency signifying retirement and first appointment dates; and grade level and step as at 30<sup>th</sup> June 2004 as well as the current grade level and step.
  - v. Letter of indemnity in case of voluntary retirement stating the amount paid as pension and or gratuity if any.
  - vi. Authenticated past records of service.
  - vii. Current Pay Slip indicating grade level and step.
  - viii. Evidence of registration with a Pension Fund Administrator indicating Personal Identification number (PIN).
3. It is important to emphasize that only employees who have been enrolled would be issued with the Federal government Retirement Bond which will be liquidated and paid into the Retirement Savings Account on retirement.
  4. To ensure a successful exercise, the Commission would require 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. Please note that the medically unfit employees are exempted from physical enrolment. However, the Pension Desk Officers are advised to come along with all the documents listed in 2 above as well as a letter from a suitably qualified physician that the employee is medically unfit to attend the exercise.
  6. The exercise is scheduled to hold at sixteen (16) centres throughout the Federation. The schedule below shows venue dates based on service sector:

S/N	STATE GROUPING	CENTRE	Core Civil Service & Others	Academic Institutions	Health and Research Institutions	Military, Police and Paramilitary
1	LAGOS, OGUN	Event Centre, Hakeem, Bologun Street off Cadbury Road, Lagos	13 – 15 JUN	16 – 20 JUN	21- 22 JUN	23 – 24 JUN
2	OYO, OSUN, ONDO	Conference Centre, The Polytechnic Ibadan, Ibadan	27 JUN	28 – 29 JUN	30 JUN	1 – 4 JUL
3	KWARA, EKITI, KOGI	Auditorium of the University of Ilorin, Ilorin	6 – 8 JUL	6 – 8 JUL	6 – 8 JUL	6 – 8 JUL
4	SOKOTO, KEBBI, ZAMAFARA	Usman Danfodio University Teaching Hospital, Sokoto	13 – 14 JUN	13 – 14 JUN	13 – 14 JUN	13 -14 JUN
5	KANO, JIGAWA	Aminu Kano Centre for Democratic Research & Training, Mambayya House, Kano	16 JUN	17 Jun	20 – 21 JUN	20 – 21 JUN
6	KATSINA, KADUNA	Ahmadu Bello University, Zaria	23 – 24 JUN	27 – 28 JUN	29 – 30 JUN	01 JUL
7	NASSARAWA, PLATEAU, BENUE	Federal Polytechnic, Nassarawa	13 JUN	14 JUN	15 JUN	16 – 17 JUN
8	GOMBE, BAUCHI	Jewel Hall, Gombe	20 – 21 JUN	20 – 21 JUN	20 – 21 JUN	20 – 21 JUN
9	YOBE, BORNO	Lecture Hall, Federal Polytechnic, Damaturu	23 – 27 JUN	23 – 27 JUN	23 – 27 JUN	23 – 27 JUN
10	ADAMAWA, TARABA	College of Education, Yola	29 JUN	30 JUN	1 – 5 JUL	1 – 5 JUL
11	CROSS RIVER, AKWA IBOM	Unical Hotel and Conference, Calabar	13 – 15 JUN	13 – 15 JUN	13 – 15 JUN	13 – 15 JUN
12	RIVERS,BAYELSA	Ebitum Banigo Auditorium,	17 – 20 JUN	21 – 22 JUN	23 – 24 JUN	27 – 28 JUN

		University of Portharcourt, PH				
13	EDO, DELTA	University of Benin Teaching Hospital, Benin	30 JUN	01 JUL	04 JUL	5 – 6 JUL
14	IMO, ABIA, EBONYI	Mayfair Suites and Conference Centre, Owerri	13 – 17 JUN	13 – 17 JUN	13 – 17 JUN	13 – 17 JUN
15	ENUGU, ANAMBRA	Main Hall, University of Nigeria Nsukka, Enugu Campus	20 – 21 JUN	22 – 23 JUN	24 – 27 JUN	28 – 29 JUN
16	ABUJA, NIGER	Women Development Centre, Abuja	11 – 13 JUL	14 – 15 JUL	18 – 19 JUL	20 – 22 JUL

7. Please ensure that you bring same to the attention of your affected staff, so as to guide them accordingly.

8. All enquiries should be directed to:

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**Eyamba T. Henshaw**  
**Commissioner, Technical**