



NATIONAL PENSION COMMISSION

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NOTICE OF THE PRE-RETIREMENT VERIFICATION AND ENROLMENT OF EMPLOYEES OF THE FEDERAL GOVERNMENT TREASURY FUNDED MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs), DUE FOR RETIREMENT BETWEEN JANUARY AND DECEMBER 2019

1. This is to inform all employees of Treasury Funded MDAs of the Federal Government, that the National Pension Commission (PenCom) is organizing a nationwide pre-retirement verification and enrolment exercise commencing from **25 June to 17 August, 2018**. The exercise is for employees in the service of the Federal Government Treasury Funded MDAs, who are due **to retire from service between January and December 2019** by virtue of attaining the applicable maximum age or length of service, whichever is earlier.
2. Affected employees are required to personally come along with the original of the under-listed documents for sighting while photocopies of same would be submitted for verification and enrolment:
 - a. Letter of First Appointment.
 - b. Evidence of Transfer of Service and Acceptance (where applicable).
 - c. Birth Certificate or Declaration of Age.
 - d. Letter/Evidence of promotion to the Grade Level as at June 2004.
 - e. Letter/Evidence of **ALL** promotions obtained from 2004 to date.
 - f. Letter of Introduction from the MDA.
 - g. Staff Identity Card.
 - h. Letter/Evidence of Retirement (Applicable to those who have retired Mandatorily/Voluntarily/Disengaged /Termination and yet to enroll with the Commission).
 - i. Letter of Indemnity from the MDA stating Non-Payment of Retirement Benefits (Applicable to those who retired / disengaged before 2009).
 - j. Evidence of registration with a Pension Fund Administrator indicating Retirement Savings Account Personal Identification Number (PIN).
3. We also require that Pension Desk Officers (PDOs) of each MDA should be available at the designated centres to authenticate the documents and endorse the Retirement Bond Registration Form of each potential retiree from his/her MDA.
4. **Please note that medically unfit employees are exempted from the physical enrolment.** However, Pension Desk Officers of the medically unfit employees are advised to come along with a 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 in addition to documents listed in 2 above.

5. For ease of access of participant, the exercise is scheduled to hold at fifteen centres through-out the Federation. **Participants are advised to adhere strictly to dates assigned to each service sector.** Find below a schedule showing grouping per centre, dates and venues for the exercise.

S/N	State Grouping	Centre	Ministries/Parastatals	Academic Institutions	Health & Research Institutions	Paramilitary	Police
I.	Sokoto, Kebbi, Zamfara	Main Auditorium, Usman Danfodio University Teaching Hospital, Sokoto.	25 – 26 Jun	27 Jun	28 Jun	29 Jun	2 – 3 July
II.	Katsina, Kaduna, Kano, Jigawa	Kaduna Polytechnic, Kaduna.	5, 6 & 9 July	10 - 11 July	12 - 13 July	16 July	17 – 19 July
III.	Kwara, Ekiti	University of Ilorin Auditorium, Ilorin.	25 – 26 Jun	27 Jun	28 Jun	29 Jun	2 & 3 July
IV.	Benue, Nasarawa, Plateau	Ta'al Conference Hotel, Lafiya.	5, 6 & 9 July	10 July		11 July	12 - 13 July
V.	Gombe, Adamawa, Taraba	Main Auditorium, Federal College of Education, Gombe.	25 – 26 Jun	27 Jun	28 Jun	29 Jun	2 & 3 July
VI.	Bauchi, Yobe, Borno	Federal Polytechnic, Bauchi-M L. Audu Auditorium, Bauchi	5 – 6 July	9 July	10 July		11 - 12 July
VII.	Cross River, Akwalbom	Unical Hotel & Conference Centre, Calabar.	25 – 26 Jun	27 Jun	28 Jun	29 Jun	2 & 3 July
VIII.	Rivers, Bayelsa	University of Port Harcourt, Ebitim Baniango Auditorium.	5 – 6 July	9 July	10 July	11 July	12 - 13 July
IX.	Edo, Delta	Multipurpose Hall, University of Benin Teaching Hospital, Benin.	25 – 26 Jun	27 Jun	28 Jun	29 Jun	2 & 3 July
X.	Kogi	Steel Complex, Ajaokuta.	5 July	6 July		9 July	10 - 11 July
XI.	Imo, Abia, Ebonyi	Mayfair Suites & Conference Centre, Owerri.	25 – 26 Jun	27 Jun	28 Jun	29 Jun	2 & 3 July
XII.	Enugu, Anambra	Hall A, Universal Hotel Enugu, Enugu State.	5 – 6 July	9 - 10 July	11 July	12 – 13 July	16 – 17 July
XIII.	Oyo, Osun, Ondo	Main Hall of Conference Centre, the Polytechnic Ibadan	30 – 31 Jul	1 – 2 Aug	3 Aug	6 – 7 Aug	8 – 9 Aug

6. **For Abuja and Lagos Centres,** MDAs are grouped with specified dates for the enrolment of prospective retirees in those centres. Find below a schedule showing grouping per centre and dates for the exercise.

S/N	CENTRE	STATE GROUPING	DATE	MDAs
1	Lagos	Lagos & Ogun	30 – 31 Jul	Federal Ministry of Communication and Related Departments & Agencies
				Federal Ministry of Agriculture and Rural Developments and Related Departments & Agencies
				Federal Ministry of Aviation and Related Departments & Agencies
				Federal Ministry of Defence and Related Departments & Agencies
				Federal Ministry of Foreign Affairs and Related Departments & Agencies
				Federal Ministry of Housing and Urban Dev. and Related Departments & Agencies
				Federal Ministry of Mines and Steel Developments and Related Department & Agencies
				Federal Ministry of Power and Related Departments & Agencies
				Federal Ministry of Sports and Social Developments and Related Departments & Agencies
				Federal Ministry of Water Resources and Rural Dev. and Related Departments & Agencies.
				Federal Ministry of Niger Delta Affairs and Related Departments & Agencies.
				Federal Ministry of Petroleum Resources and Related Departments & Agencies
				Federal Ministry of Police Affairs and Related Departments & Agencies
				Federal Ministry of Environment and Related Departments & Agencies.
Federal Ministry of Information and Related Departments & Agencies.				
	Lagos	Lagos & Ogun	1 – 2 Aug	Federal Ministry of Education and Related Departments & Agencies.
				Federal Ministry of Culture and Tourism and Related Departments & Agencies.
				Federal Ministry of Science and Technology and Related Departments & Agencies.
				Federal Ministry of Finance And Related Departments & Agencies
				Federal Ministry of Special Duties and Related Departments & Agencies.
				Federal Ministry of Solid Mineral Dev. and Related Departments & Agencies.
				Federal Ministry of Industry, Trade and Investment and Related Departments & Agencies.
				Federal Ministry of Interior and Related Departments & Agencies.
				Federal Ministry of Justice and Related Departments & Agencies.
				Federal Ministry of Health and Related Departments & Agencies
	Lagos	Lagos & Ogun	3 Aug	Federal Ministry of Labour and Productivity and Related Departments & Agencies
				Federal Ministry of Transport and Related Departments & Agencies.
				Federal Ministry of Women Affairs and Social Development and Related Departments & Agencies.
				Federal Ministry of Works and Related Departments & Agencies
				Federal Ministry of Youth Developments and Related Departments & Agencies
				Agencies under Presidency
	Lagos	Lagos & Ogun	6 – 8 Aug	Academic Institutions
	Lagos	Lagos & Ogun	9 – 10 Aug	Health and Research Institute
	Lagos	Lagos & Ogun	13 – 14 Aug	Nigeria Customs Services
				National Drug Law Enforcement Agency
				Nigeria Prisons Service
				Nigeria Security and Civil Defence Corps
				Nigerian Immigration Service
Federal Road Safety Commission				
	Lagos	Lagos	15–16 Aug	Lagos State Police Command, Force Headquarters Annex & Police College.
	Lagos	Ogun	17-Aug	Ogun State Police Command

2	Abuja	Abuja Niger	&	30 – 31 Jul	Federal Ministry of Communication and Related Departments & Agencies
					Federal Ministry of Agriculture and Rural Developments and Related Departments & Agencies
					Federal Ministry of Aviation and Related Departments & Agencies
					Federal Ministry of Defence and Related Departments & Agencies
					Federal Ministry of Foreign Affairs and Related Departments & Agencies
					Federal Ministry of Housing and Urban Dev. and Related Departments & Agencies
					Federal Ministry of Mines and Steel Development and Related Departments & Agencies
					Federal Ministry of Power and Related Departments & Agencies
					Federal Ministry of Sports and Social Developments and Related Departments & Agencies
					Federal Ministry of Water Resources and Rural Dev. and Related Departments & Agencies.
					Federal Ministry of Niger Delta Affairs and Related Departments & Agencies.
					Federal Ministry of Petroleum Resources and Related Departments & Agencies
					Federal Ministry of Police Affairs and Related Departments & Agencies
					Federal Ministry of Environment and Related Departments & Agencies.
					Federal Ministry of Information and Related Departments & Agencies.
	Abuja	Abuja Niger	&	1 – 2 Aug	Federal Ministry of Education and Related Departments & Agencies.
					Federal Ministry of Culture and Tourism and Related Departments & Agencies.
					Federal Ministry of Science and Technology and Related Departments & Agencies.
					Federal Ministry of Finance And Related Departments & Agencies
					Federal Ministry of Special Duties and Related Departments & Agencies.
					Federal Ministry of Solid Mineral Dev. and Related Departments & Agencies.
					Federal Ministry of Industry, Trade and Investment and Related Departments & Agencies.
					Federal Ministry of Interior and Related Departments & Agencies.
					Federal Ministry of Justice and Related Departments & Agencies.
					Federal Ministry of Health and Related Departments & Agencies
	Abuja	Abuja Niger	&	3 Aug	Federal Ministry of Labour and Productivity and Related Departments & Agencies
					Federal Ministry of Transport and Related Departments & Agencies.
					Federal Ministry of Women Affairs and Social Developments and Related Departments & Agencies.
					Federal Ministry of Works and Related Departments & Agencies
					Federal Ministry of Youth Developments and Related Departments & Agencies
					Agencies under Presidency
	Abuja	Abuja Niger	&	6 – 8 Aug	Academic Institutions
	Abuja	Abuja Niger	&	9 – 10 Aug	Health and Research Institute
	Abuja	Abuja Niger	&	13 – 14 Aug	Nigeria Customs Services
					National Drug Law Enforcement Agency
					Nigeria Prisons Service
					Nigeria Security and Civil Defence Corps
					Nigerian Immigration Service
Federal Road Safety Commission					
	Abuja	Abuja		15–16 Aug	FCT Police Command, Zone 7 & Force Headquarter
	Abuja	Niger		17-Aug	Niger State Police Command

**SIGNED
MANAGEMENT**