



## 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 2020**

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 **1 July to 2 August, 2019**. 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 2020** 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. Authenticated past Record of Service.
  - i. Evidence of IPPIS registration slip (where applicable).
  - j. Letter/Evidence of Retirement (Applicable to those who have retired Mandatorily/Voluntarily/Disengaged /Termination and yet to enroll with the Commission).
  - k. Letter of Indemnity from the MDA stating non-payment of Retirement Benefits (Applicable to those who retired/disengaged before 2009).
  - l. Evidence of registration with a Pension Fund Administrator indicating Retirement Savings Account Personal Identification Number (PIN).
  - m. Evidence of National Identification Number (NIN).
  - n. Evidence of Bank Verification Number (BVN).
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.

**TIME TABLE FOR 2019 PRE-RETIREMENT VERIFICATION AND ENROLMENT EXERCISE**

S/NO	STATE GROUPING	ENROLMENT CENTRE ADDRESS	Ministries / Parastatals	Academic Institutions	Health & Research Inst.	Paramilitary	Police
<b>PHASE 1</b>							
1	SOKOTO, KEBBI & ZAMFARA	Main Auditorium, University of Sokoto Teaching Hospital	1-2 Jul	03-Jul		4-5 Jul	
2	KATSINA, KADUNA, KANO & JIGAWA	Kaduna Polytechnic, Kaduna	8-9 Jul	10-Jul		11-12 Jul	
3	KWARA & EKITI	University of Ilorin, Auditorium Permanent Site	1-2 Jul	03-Jul		4-5 Jul	
4	BENUUE, PLATEAU & NASARAWA	Ta'al Conference Hotel, Lafiya	8-9 Jul	10-Jul		11-12 Jul	
5	ADAMAWA, GOMBE & TARABA	Main Auditorium of Federal College of Education, Gombe	1-2 Jul	03-Jul		4-5 Jul	
6	BAUCHI, YOBE & BORNO	Federal Polytechnic, Bauchi - M.L. Audu Auditorium	8-9 Jul	10-Jul		11-12 Jul	
7	CROSS RIVER & AKWA IBOM	Unical Conference Centre, Calabar.	1-2 Jul	03-Jul		4-5 Jul	
8	RIVERS & BAYELSA	University of Port Harcourt, Ebitim Banigo Auditorium	8-9 Jul	10-Jul		11-12 Jul	
9	EDO & DELTA	Multipurpose Hall, University of Benin Teaching Hospital.	1-2 Jul	03-Jul		4-5 Jul	
10	KOGI	Federal University Lokoja	8-9 Jul	10-Jul		11-12 Jul	
11	IMO, ABIA & EBONYI	Mayfair Suites and Conference Centre, Owerri.	1-2 Jul	03-Jul		4-5 Jul	
12	ENUGU & ANAMBRA	Hall A, Universal Hotel, Enugu.	8-9 Jul	10-Jul		11-12 Jul	
<b>PHASE II</b>							
13	ABUJA & NIGER	Main Auditorium of Women Development Centre, Abuja.	22-24Jul	25-26 Jul		29-Jul	
14	LAGOS & OGUN	Multi-purpose Hall C University of Lagos.	22-24Jul	25-26 Jul		29-Jul	
15	OYO, OSUN & ONDO	Main Hall of Conference Centre, The Polytechnic Ibadan	22-23 Jul	24-25 Jul		26-Jul	

6. **For Abuja, Lagos and Ibadan 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.

**GROUPING OF MDAS FOR ABUJA, LAGOS AND IBADAN CENTRES-2019 ENROLMENT EXERCISE**

CENTER NAME	STATES GROUPING	DATE	MDAs
Lagos	Lagos & Ogun	22-Jul	Federal Ministry of Communication and Related Department & Agencies
			Federal Ministry of Agriculture and Rural Development and Related Department & Agencies
			Federal Ministry of Aviation and Related Department & Agencies
			Federal Ministry of Defence and Related Department & Agencies
			Federal Ministry of Foreign Affairs and Related Department & Agencies
			Federal Ministry of Housing and Urban Dev. and Related Department & Agencies
			Federal Ministry of Mines and Steel Development and Related Department & Agencies
			Federal Ministry of Power and Related Department & Agencies
			Federal Ministry of Water Resources and Rural Dev. And Related Department & Agencies
			Federal Ministry of Niger Delta Affairs and Related Department & Agencies
			Federal Ministry of Petroleum Resources and Related Department & Agencies
			Federal Ministry of Education and Related Department & Agencies
	Federal Ministry of Environment and Related Department & Agencies		
	Federal Ministry of Information and Related Department & Agencies		
	Federal Ministry of Culture and Tourism and Related Department & Agencies		
	Federal Ministry of Science and Technology and Related Department & Agencies		
	Federal Ministry of Finance and Related Department & Agencies		
	Federal Ministry of Special Duties and Related Department & Agencies		
	Federal Ministry of Solid Mineral Dev. and Related Department & Agencies		
	Federal Ministry of Industry, Trade and Investment and Related Department & Agencies		
	Federal Ministry of Interior and Related Department & Agencies		
	Federal Ministry of Justice and Related Department & Agencies		
	Federal Ministry of Health and Related Department & Agencies		
	Federal Ministry of Labour and Productivity and Related Department & Agencies		
	Federal Ministry of Transport and Related Department & Agencies		
	Federal Ministry of Women Affairs and Social Development and Related Department & Agencies		
	Federal Ministry of Works and Related Department & Agencies		
	Federal Ministry of Youth Development and Related Department & Agencies		
	Federal Ministry of Police Affairs and Related Department & Agencies		
	Federal Ministry of Sports and Social Development and Related Department & Agencies		
Agencies Under Presidency			
Lagos & Ogun		Academic Institutions	

		25-26 Jul		
	Lagos & Ogun	29-Jul	Health and Research Institute	
	Lagos & Ogun	30-31 Jul	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 & Ogun	01-Aug	Lagos State Police Command, Force Headquarters Annex & Police College	
	Lagos & Ogun	02-Aug	Ogun State Police Command	
<b>CENTER NAME</b>	<b>STATES GROUPING</b>	<b>DATE</b>	<b>MDAS</b>	
<b>ABUJA</b>	Abuja & Niger	22-Jul	Federal Ministry of Communication and Related Department & Agencies Federal Ministry of Agriculture and Rural Development and Related Department & Agencies Federal Ministry of Aviation and Related Department & Agencies Federal Ministry of Defence and Related Department & Agencies Federal Ministry of Foreign Affairs and Related Department & Agencies Federal Ministry of Housing and Urban Dev. And Related Department & Agencies Federal Ministry of Mines and Steel Development and Related Department & Agencies Federal Ministry of Power and Related Department & Agencies Federal Ministry of Sports and Social Development and Related Department & Agencies Federal Ministry of Water Resources and Rural Dev. And Related Department & Agencies Federal Ministry of Niger Delta Affairs and Related Department & Agencies	
	Abuja & Niger	23-Jul	Federal Ministry of Education and Related Department & Agencies Federal Ministry of Environment and Related Department & Agencies Federal Ministry of Information and Related Department & Agencies Federal Ministry of Culture and Tourism and Related Department & Agencies Federal Ministry of Science and Technology and Related Department & Agencies Federal Ministry of Finance and Related Department & Agencies Federal Ministry of Special Duties and Related Department & Agencies Federal Ministry of Solid Mineral Dev. And Related Department & Agencies Federal Ministry of Industry, Trade and Investment and Related Department & Agencies Federal Ministry of Interior and Related Department & Agencies Federal Ministry of Justice and Related Department & Agencies	
	Abuja & Niger	24-Jul	Federal Ministry of Health and Related Department & Agencies Federal Ministry of Petroleum Resources and Related Department & Agencies Federal Ministry of Police Affairs and Related Department & Agencies Federal Ministry of Labour And Productivity and Related Department & Agencies Federal Ministry of Transport and Related Department & Agencies Federal Ministry of Women Affairs and Social Development and Related Department & Agencies Federal Ministry of Works and Related Department & Agencies Federal Ministry of Youth Development and Related Department & Agencies Federal Ministry of Co-Operation and Integration and Related Department & Agencies Agencies Under Presidency	
	Abuja & Niger	25-26 Jul	Academic Institutions	
	Abuja & Niger	29-Jul	Health and Research Institute	
		30-31 Jul	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 & Niger	01-Aug	FCT Police Command, Zone 7 & Police Headquarters	
	Abuja & Niger	02-Aug	Niger State Police Command	
	<b>CENTER NAME</b>	<b>STATES GROUPING</b>	<b>DATE</b>	<b>MDAS</b>
	<b>IBADAN</b>	Oyo, Osun & Ondo	22-Jul	Federal Ministry of Communication and Related Department & Agencies Federal Ministry of Agriculture and Rural Development and Related Department & Agencies Federal Ministry of Aviation and Related Department & Agencies Federal Ministry of Defence And Related Department & Agencies Federal Ministry of Foreign Affairs and Related Department & Agencies Federal Ministry of Housing and Urban Dev. And Related Department & Agencies Federal Ministry of Mines and Steel Development and Related Department & Agencies Federal Ministry of Power and Related Department & Agencies Federal Ministry of Sports and Social Development and Related Department & Agencies Federal Ministry of Health and Related Department & Agencies Federal Ministry of Petroleum Resources and Related Department & Agencies Federal Ministry of Police Affairs and Related Department & Agencies Federal Ministry of Labour And Productivity and Related Department & Agencies Federal Ministry of Transport and Related Department & Agencies Federal Ministry of Water Resources and Rural Dev. And Related Department & Agencies Federal Ministry of Niger Delta Affairs and Related Department & Agencies
		Oyo, Osun & Ondo	23-Jul	Federal Ministry of Education and Related Department & Agencies Federal Ministry of Environment and Related Department & Agencies Federal Ministry of Information and Related Department & Agencies Federal Ministry of Culture and Tourism and Related Department & Agencies Federal Ministry of Science and Technology and Related Department & Agencies Federal Ministry of Finance and Related Department & Agencies Federal Ministry of Special Duties and Related Department & Agencies Federal Ministry of Solid Mineral Dev. And Related Department & Agencies Federal Ministry of Women Affairs and Social Development and Related Department & Agencies Federal Ministry of Works and Related Department & Agencies Federal Ministry of Youth Development and Related Department & Agencies Federal Ministry of Co-Operation and Integration and Related Department & Agencies Federal Ministry of Industry, Trade and Investment and Related Department & Agencies Federal Ministry of Interior and Related Department & Agencies Federal Ministry of Justice and Related Department & Agencies Agencies Under Presidency
		Oyo, Osun & Ondo	24-25 Jul	Academic Institutions
		Oyo, Osun & Ondo	26-Jul	Health and Research Institute
Oyo, Osun & Ondo		29-Jul	Nigeria Customs Services National Drug Law Enforcement Agency Nigeria Prisons Service Nigeria Security and Civil Defence Corps Nigerian Immigration Service Federal Road Safety Commission	
		30-31 Jul	Oyo, Osun And Ondo States Police Command	

**SIGNED  
MANAGEMENT**