



## NATIONAL PENSION COMMISSION

Plot 174, Adetokunbo Ademola Crescent, Wuse II, Abuja.  
P.M.B. 5170 Wuse, Abuja, Nigeria  
Tel: +234-9-4138736-40, 09-6720091, 6720094, 4133398,  
4133363  
[www.pencom.gov.ng](http://www.pencom.gov.ng)

### CIRCULAR

**REF:** PENCOM/TECH/NDMD/19/945  
**DATE:** 19 June 2019  
**TO:** All Licensed Pension Operators  
**SUBJECT: ISSUES ON THE TRANSITION FROM THE CONTRIBUTOR  
REGISTRATION SYSTEM TO THE ENHANCED CONTRIBUTOR  
REGISTRATION SYSTEM**

- 1.0 PFAs would recall the various engagements of the Commission during the process of the development of the Enhanced Contributor Registration System (ECRS), and their subsequent participation in the pilot test of the application, preparatory to the deployment of same.
- 2.0 Having successfully completed the pilot test, we wish to inform all Operators that the ECRS is now ready for full deployment. Consequently, the Commission will be transiting from the use of the existing registration application, the Contributor Registration System (CRS), to ECRS. This would have a significant impact on the operations of all PFAs, as it would result in a major change in their CRS processes.
- 3.0 Although the Commission has fully engaged all PFAs throughout the design and development stage of the ECRS and has also organized a number of workshops on both operational and technical issues, it is pertinent to reiterate herein, the major issues that would arise from this transition, the Commission's expectations from PFAs, and other key requirements.

**i) ECRS Go-Live Date**

The go-live of ECRS will be 9 a.m. on 24 June 2019.

**ii) CRS Cut- Off Time**

The cut-off time for the transition from CRS to ECRS shall be Friday 5 p.m. 21 June 2019. Hence, PFAs are to note that there will be no processing on the CRS application after the cut-off time.

**iii) Connection to the Commission via a Virtual Private Network (VPN)**

All PFAs are to ensure that they are connected to the Commission's Server via a VPN, prior to go-live of ECRS, to facilitate their use of the web service to access the application, where desirable.

**iv) Deletion of Test Data**

PFAs are required to commence the generation of PINs from ECRS on a clean slate. Consequently, PINs (if any) generated on ECRS up to the end of its pilot test on 21 June 2019 must be deleted.

**v) Upload of Recaptured Data**

PFAs are expected to commence the upload of their recaptured RSA holders' information on 24 June 2019. The upload should be in batches of not more than 20 records.

**vi) Data Recapture Cut-off Date**

The cut-off date for the Data Recapture Exercise will be 28 June 2019. PFAs are to note that after the cut-off date, while data recapture would continue, the 'First PIN Rule' would no longer be applicable.

**vii) Regularization of Temporary PINs (TPINs) Submitted to the Commission**

PFAs are given a window of one week (i.e. from 24 to 28 June 2019) to generate TPINs on ECRS to replace their existing TPINs. The TPINs to be replaced should be those already advised to the Commission.

**viii) New RSA Registrations on ECRS**

PFAs are to note that they are not to register new RSAs during the first week of ECRS go-live. New RSA registrations on ECRS should only commence the following week after go-live (i.e. from 1 July 2019). This is to facilitate hitch-free regularization of TPINs and substantial upload of recaptured data.

**ix) Requests for Change of Date of Birth**

With effect from the go-live date, the Commission will no longer entertain any request from PFAs for change of date of birth. It is expected that RSA holders would utilize the RSA recapture window to update their dates of birth.

**x) Access to Pension Benefits**

PFAs are to note that requests for payment of any form of pension benefit can only be done in respect of RSA holders who have been recaptured and their recaptured data successfully uploaded onto ECRS.

**xi) Withdrawal of Contingent Portion of Pension Contributions**

PFAs are to note that though the Commission's approval is not required for the withdrawal of the contingent portion of pension contributions by Micro Pension Plan (MPP) contributors, such withdrawals should only be allowed for those contributors whose data have been successfully uploaded onto ECRS. This is to ensure that the uniqueness of the individuals have been verified by the Commission with the National Identity Management Commission (NIMC).



**xii) Recapture of RSA Holders by NPF Pension Limited and NUPEMCO**

NPF Pensions Limited and NUPEMCO are required to recapture eligible RSA holders willing to move their RSAs from other PFAs to them, if they have not been already recaptured by their existing PFAs. To facilitate the transfer process, the two PFAs are to liaise with the affected transferring PFAs for the upload of the recaptured data onto ECRS.



- 4.0 PFAs are to note that with effect from 24 June 2019, the provisions of the Working Guide on the Data Recapture of Registered Contributors on CRS ceases to apply. Additionally, the registration requirements for the MPP on CRS, communicated to PFAs vide the Commission's letter of 3 April 2019 referenced Tech/NDMD/2019/465, are no longer relevant.
- 5.0 All licensed PFAs are henceforth required to abide by this Circular, which takes immediate effect.
- 6.0 The Commission shall impose administrative sanctions on any PFA that violates the provisions of this Circular.
- 7.0 All enquiries regarding this Circular should be directed to the National Databank Management Department.

Thank you.

**Ehimeme Ohioma**  
**Head, Surveillance Department**