



## **NATIONAL PENSION COMMISSION**

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### **CIRCULAR**

REF: PENCOM/CBRD/RBA/2023/111

DATE: 16 June, 2023

TO: To All MDAs

Dear Sir/Madam,

**SUBJECT: ONLINE ENROLMENT OF FEDERAL GOVERNMENT OF NIGERIA (FGN) EMPLOYEES OF TREASURY-FUNDED MINISTRIES DEPARTMENTS AND AGENCIES (MDAs) UNDER THE CONTRIBUTORY PENSION SCHEME**

This is to inform you that in line with the provisions of Section 39 sub-section 5 of the Pension Reform Act 2014 and as part of the implementation process of the issuance of Federal Government Retirement Bond, the Commission has deployed an online enrolment application automating the enrolment for retirement of employees in the services of the Federal Government of Nigeria that are due to retire by virtue of attaining the age of 60/65 and 70 years or 35 years in service whichever is earlier. The enrolment application also applies to treasury-funded employees who have already retired but are yet to be enrolled on the Online Enrolment Application. The following are the processes of online enrolment exercise:

1. The prospective retirees/retirees can visit the National Pension Commission website [www.pencom.gov.ng](http://www.pencom.gov.ng) and click on the Retiree Registration Module to register with

the following information:

- i. RSA PIN (Retirement Savings Account Number)
- ii. NIN Number (National Identity Number)
- iii. Surname
- iv. Email Address

2. Prospective retiree should upload all the scanned copies of all required documents listed below:

- a. Letter of First Appointment or Gazette for Appointment/Attestation for Police Officers shall be acceptable. Any affidavit presented by the prospective retiree for the loss of Letter of First Appointment or Gazette/ Attestation for Police Officers shall not be accepted;
- b. Birth certificate or declaration of age;
- c. Letter of Introduction from the MDA signifying retirement and first appointment dates; and grade level and step as at 30<sup>th</sup> June 2004 as was the current grade level and step;
- d. Authenticated past records of service;
- e. Evidence of Transfer of Service (if applicable);
- f. Evidence of Acceptance of Transfer of Service (if applicable)
- g. Promotion letter and Pay slip to Grade level as at 30th June 2004 (if applicable);
- h. Promotion letter and Pay slip to Grade level/step between 01July 2004 and December, 2006 (if applicable);
- i. Promotion letter and Payslip to Grade level/step between January, 2007 and December, 2009 (if applicable);
- j. Promotion letter and Payslip to Grade level/step between January 2010 to December, 2012 (if applicable);
- k. Promotion letter and Payslip to Grade level/step between January 2013 to December, 2015 (if applicable);
- l. Promotion letter and Payslip to Grade level/step between January 2016 to December 2018 (if applicable);

- m. Promotion letter and Payslip to Grade level/step between January 2019 to December, 2020 (if applicable);
  - n. Last promotion letter and Payslip to Current Grade level/step (If applicable);
  - o. Evidence of Change of Name (if applicable); and
  - p. Staff Identity Card (for employees in active service that are yet to retire).
3. The prospective retirees/retirees are expected to visit their PFAs with the Originals or Certified True Copy (CTC) of documents listed in 2 above as applicable for verification and capturing of their life-image;
4. Please note that the medically unfit prospective retirees/retirees are exempted from going to their PFAs. However, PFA shall capture the live photograph of the PDO with their details on behalf of the sick/incapacitated prospective retiree who is unable to physically appear for biometrics (photograph capturing) based on critical medical condition, his/her record shall be tagged 'Health Challenge. Please ensure that you bring same to the attention of your affected staff, so as to guide them accordingly.
5. All enquiries should be directed to:

Director-General  
National Pension Commission  
174, Adetokunbo Ademola Crescent  
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