



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

CIRCULAR

REF: PENCOM/TECH/CBRD/RBA/2023/110

DATE: 16 June, 2023

TO: All MDAs

SUBJECT: REQUEST FOR DETAILS OF AUTHORISED OFFICERS TO ENDORSE LETTER OF INTRODUCTION FOR RETIRING EMPLOYEES UNDER THE CONTRIBUTORY PENSION SCHEME

Please recall that Sections 39 (5) of the Pension Reform Act 2014 provides for the issuance of Federal Government Retirement Bond (Retirement Bond) for employees of the Federal Government who as at June 2004 were not exempted from the Contributory Pension Scheme. The Retirement Bond represents amounts owed by the Federal Government of Nigeria for past services rendered from the date of appointment to 30 June 2004 to all its employees who transited into the Contributory Pension Scheme.

Following the automation of the enrolment exercise in 2021, the MDAs are henceforth required to provide Letter of Introduction to each of the prospective retirees/retirees which must be signed by two (2) of the authorized Officers not below the rank of Assistant Director. The signed letter of Introduction would be uploading into the enrolment application by the MDA's Admin User created by the Commission.

Please, ensure that only authorized Officers by the MDA endorse letter of introduction before uploaded on to the Enrolment Application. The Commission would only process documents of employees whose letter of introduction were signed by an authorized signatory for the issuance of the Federal Government Retirement Bond.

In addition, the Signature Specimen of the Authorized Officers should also be uploaded on to the Enrolment Application by MDA's Admin User. The formats of letter of Introduction and signature specimen are attached as appendixes 1 & 2.

All enquiries should be directed to:

Director-General
National Pension Commission
174, Adetokunbo Ademola
CrescentWuse II
Abuja
Tel.: +234-9802-2032
Email: info@pencom.gov.ng


Anyim C. Nyerere
Commissioner, Technical

LETTER HEAD OF MDA

The Director General
National Pension Commission
Plot 174, Adetokunbo Ademola Crescent
P.M.B. 5170, Wuse II
Abuja

Dear Madam,

LETTER OF INTRODUCTION

This is to certify that Mr/Mrs/Miss (full name) is a staff of the above Organization.

His/Her details are as follows:

S/N	Description	
i.	Retirement Savings Account Number (RSA PIN)	_____
ii.	Pension Funds Administrator (PFA)	_____
iii.	Date of Birth	_____
iv.	Date of First Appointment	_____
v.	Effective Date of Retirement	_____
vi.	Salary Structure, Grade Level & Step as at 30 TH June 2004	_____
vii.	Salary Structure, Grade Level & Step (2007)	_____
viii.	Salary Structure, Grade Level & Step (2010)	_____
ix.	Salary Structure, Grade Level & Step (2013)	_____
x.	Salary Structure, Grade Level & Step (2016)	_____
xi.	Salary Structure, Grade Level & Step (2019)	_____
xii.	Salary Structure, Grade Level & Step (Current Year)	_____
xiii.	Mode of Retirement (Statutory/Voluntary/Medical)	_____

We hereby confirm the details above for your necessary action.

Thank you.

Olalekan Tijjani (Mr.)
Signed: Director of Administration

Bimpe Uchendu (Mrs)
Pension Desk Officer

LETTER HEAD OF MDA

The Director General
National Pension Commission
Plot 174, Adetokunbo Ademola Crescent
P.M.B. 5170, Wuse II
Abuja

Dear Madam,

AUTHORISED SIGNATORIES TO LETTER OF INTRODUCTION

Please find below the Authorized Signatories for “**Letters of Introduction**” in respect of our retirees for your necessary action.

S/No.	Full Name	Designation/Rank	Signature
1			
2			
3			
4			
5			
6 etc			

Thank you

Yours faithfully.

Name
CEO/MDA