



## NATIONAL PENSION COMMISSION

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### NOTICE OF COMMENCEMENT OF THE 2024 ONLINE VERIFICATION AND ENROLMENT EXERCISE FOR RETIREES/PROSPECTIVE RETIREES OF FEDERAL GOVERNMENT TREASURY- FUNDED MINISTRIES, DEPARTMENTS AND AGENCIES (MDAS)

The National Pension Commission (PenCom) wishes to inform the general public that the 2024 Online Verification and Enrolment Exercise for prospective retirees of Federal Government Treasury-Funded Ministries, Departments and Agencies (MDAs) that are due to retire in 2025 has commenced.

#### Eligibility

- Employees of Federal Government Treasury-Funded MDAs scheduled to retire in 2025;
- Retirees of Federal Government Treasury-funded MDAs who missed the enrolment exercises in previous years.

#### Prerequisites for Enrolment

Prior to enrolment, all retirees/prospective retirees are required to visit their PFAs to undergo the data recapture exercise. The data recapture exercise entails retirees/prospective retirees providing their Retirement Savings Account (RSA) Registration details, Personal Identification Number (PIN), and their National Identity Number (NIN). Retirees/Prospective retirees who had undergone the data recapture exercise should not repeat it.

#### Options for Enrolment

- Self-Assisted: Retirees/prospective retirees are required to visit PenCom's website ([www.pencom.gov.ng](http://www.pencom.gov.ng)) and upload their employment details as well as scanned copies of required documents listed in the table below.

List of Required Documentation for Online Enrolment			
1	Letter of First Appointment/Gazette/Attestation (Police)	13	Promotion Letter & Payslip between January 2022 and December 2024 (if applicable)
2	Birth Certificate/Age Declaration	14	Last Promotion Letter & Pay slip (Current) (if applicable)
3	Letter of Introduction from MDA		
4	Copy of Staff ID Card	15	Evidence of Change of Name (if applicable)
5	Record of Service	16	Evidence of Transfer of Service (if applicable)
6	Promotion Letter & Payslip as at 30 June, 2004 (if applicable)	17	Evidence of Acceptance of Transfer of Service (if applicable)
7	Promotion Letter & Payslip between 01 July, 2004 and December 2006 (if applicable)	18	Evidence of Extension of Service (If Applicable)
8	Promotion Letter & Payslip between January 2007 and December 2009 (if applicable)	19	Letter from the MDA Introducing the PDO (In case of Critical Health Condition)
9	Promotion Letter & Payslip between January 2010 and December 2012 (if applicable)	20	Copy of Staff ID Card of the PDO (In case of Critical Health Condition)
10	Promotion Letter & Payslip between January 2013 and December 2015 (if applicable)	21	Medical Report (if applicable)
11	Promotion Letter & Payslip between January 2016 and December 2018 (if applicable)	22	Letter of Acceptance of Retirement or Disengagement (for those who retired or disengaged before their enrolment date)
12	Promotion Letter & Payslip between January 2019 and December 2021 (if applicable)	23	Letter of confirmation of period of continuous service in the university system ( <b>for Professors</b> )

Subsequently, retirees/prospective retirees are required to visit their respective PFAs for physical verification and enrolment. The step-by-step procedure for the Online Enrolment is hosted on the PenCom website.

- Pension Desk Officer/PFA-Assisted: Retirees/prospective retirees who are unable to complete the online registration for any reason should approach the Pension Desk Officer of their respective MDAs or visit their PFAs for assistance.

Please note that Verification and Enrolment by all concerned should be completed by **31 December, 2024**.

RSA holders and the general public are assured of PenCom's commitment to effectively regulating and supervising the pension industry, to ensure that retirement benefits are paid as and when due.

**SIGNED: MANAGEMENT**