



NATIONAL PENSION COMMISSION

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PenCom/TECH/BI/RB/HT/2024/12750

27 November 2024

The Managing Directors/Chief Executive Officers
All Pension Fund Administrators and Pension Fund Custodians

Dear Sir/Madam,

ISSUANCE OF THE REVISED PROGRAMMED WITHDRAWAL TEMPLATE VERSION 2 AND GUIDANCE NOTE TO THE PENSION FUND ADMINISTRATORS FOR IMPLEMENTATION

The Commission developed the revised Programmed Withdrawal Template Version 2 (RPWT Version 2) to address the challenges with the current PWT, such as the inability to compute pension arrears, the lack of flexibility in the retirement age of retirees and the inability to validate Annual Total Emoluments (ATE) of the Federal Treasury-Funded Ministries, Departments and Agencies (MDAs).

Furthermore, the Commission developed a Guidance Note to establish a standard procedure for processing retirement benefits under the Contributory Pension Scheme.

Accordingly, softcopies of the RPWT Version 2 and Guidance Note have been forwarded to the email addresses of the Managing Directors and Chief Compliance Officers for implementation, effective Monday, 2 December 2024. After completing the necessary documentation and verifying the retiree, PFAs shall forward electronic copies of all processed retirement benefit payments and supporting documents via the shared folders to the Commission within two (2) working days.

All inquiries regarding the RPWT should be addressed to the Head, Benefits and Insurance Department.

Thank you.

Yours faithfully,


A. M. Saleem
Head, Surveillance Department