

ONLINE PENCOM



CERTIFICATION REGISTRATION GUIDE

Documents required For the PENCOM Compliance Certification

- *CAC CERTIFICATE*
- *Company Address*
- *Company Contact Person's Phone No*
- *Company Official Phone No*
- *Company Official Email Address*
- *Employees Name Lists as registered with PFA*
- *Group Life Insurance for the Staff*
- *Evidence of Payment*
- *Schedule for Employees and Employers Contribution*
- *Last 2 years Company Compliance Certificates. (Renewal only)*

NB. FAILURE TO PAY MONTHLY PENSION CONTRIBUTIONS FROM 2024 NOW ATTRACTS PENALTY

Registration Step by Step Guide

1. Go to <https://pcc.pencom.gov.ng/>
2. Registration: enter your employer code, and click next this will automatically generate your company's name.
3. Fill in the company's details in the form generated. Ensure the password you input on the form can be easily remembered. After successful registration.
4. Log in with your employer code as username and the password
5. Please ensure the next steps are followed accordingly: On the dashboard, click **Company Profile** tab and upload the **CAC Certificate**

The screenshot displays the PenCom dashboard for the employer 'IBIDITES GLOBAL SERVICES LTD'. The user is logged in as 'Hi, PR0000106534'. The dashboard features four summary cards: 'Employees' (3), 'Active Employees' (3), 'Inactive Employees' (0), and 'Certificates Requests' (0). A large green button labeled 'New Request' is prominently displayed, with a sub-label 'New Compliance Certificate Request'. The left sidebar contains navigation options: Dashboard, Company Profile, Employees, Pension contributions, Group Life, Payment Instrument, Review and Submit, Request, Certificates, and User Manual. The footer includes copyright information for PenCom and StellarSyncTechnology v2.1.52.

6. Click on the **Employees List** tab on the left, click on the upload tab and **Download Document Template**

The screenshot displays the PenCom web application interface. On the left is a dark blue sidebar with a menu containing: Dashboard, Company Profile, Employees (with a dropdown arrow), Upload Employees List (highlighted in light blue), View employees, Pension contributions >, Group Life >, Payment Instrument >, Review and Submit, Request, Certificates >, and User Manual. The main content area has a white background. At the top, it shows the PenCom logo, a hamburger menu icon, a refresh icon, the text 'Employer :: IBIDITES GLOBAL SERVICES LTD', and a user profile icon with the text 'Hi, PR0000106534'. Below this, there are three buttons: 'Download Document Template', '< Prev', and 'Next >'. The main heading is 'Upload employees' with a person icon. Underneath, there is a section titled 'List of Employees' with a file upload input field containing a 'Choose file' button and the text 'No file chosen'. At the bottom right of this section is a green 'Upload & save' button.

7. Edit the employee list table and fill in the appropriate details:

- **SURNAME** first under the **First Name** column followed by **Other Names**.
- Ensure you put the correct **STAFF PIN**.
- Avoid any spacing in between entries on the table
- Ensure the **Employment Date** is correct and in alignment with **Pension Contributions**
- To avoid errors in entering income breakdown, fill in the total of the Staff's Income on **Consolidated Income Column**. It's acceptable to leave the income breakdown (Housing, Basic etc.) blank

- Ensure you save the excel template after completing the table
- Click the box "***I certify that 3 staffs or more are the entire staff of my organization***" (this box must appear and be clicked before you can upload)
- Then upload the ***Employees List*** excel table from your system

S/No	EMPLOYEE SURNAME	EMPLOYEE OTHERNAMES	PIN	DESIGNATION	EMPLOYMENT DATE	BASIC	HOUSING	TRANSPORT	BHT (Basic + Housing + Transport)	Consolidated Income and Allowance
1	ADISA	OLUTAYO MOSES	PEN000000012	STAFF	01-01-2022					180000
2	ADISA-OLUTAYO	PATRICIA ADELOLA	PEN000000013	STAFF	01-01-2023					180000
3	ADISA	KOREDE EMMANUEL	PEN000000014	STAFF	01-01-2024					18000
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

- After successful upload proceed to the Pension Contribution tab

8. Click on the **Upload Schedule** tab and download the **Schedule template**

The screenshot displays the PenCom web application interface for an employer named IBIDITES GLOBAL SERVICES LTD. The user is logged in as 'Hi, PR0000106534'. The left sidebar menu includes options like Dashboard, Company Profile, Employees, Pension contributions, Upload Schedule (highlighted), View Schedule, Group Life, Payment Instrument, Review and Submit, Request, and Certificates. The main content area shows the 'Upload Pension Schedule' section with a 'Download Document Template' button, navigation arrows, and a file upload area labeled 'Schedule (Excel only)' with a 'Choose file' button and 'No file chosen' text. An 'Upload' button is located at the bottom right of the upload area.

9. Fill in the necessary information into the **Sample Contribution Schedule Template**. Note the following details on the template are correctly filled: Year, No. of Months and Remittance Date. Then upload the Schedule

A	B	C	D	E	F	G	H	I	J	K
S/No	EMPLOYEE SURNAME	EMPLOYEE OTHER NAMES	PIN	DESIGNATION	EMPLOYMENT DATE	BASIC	HOUSING	TRANSPORT	BHT (Basic + Housing + Transport)	Consolidated Income and Allowance
1	ADISA	OLUTAYO MOSES	PEN000000012	STAFF	01-01-2022					18000
2	ADISA-OLUTAYO	PATRICIA ADELOLA	PEN000000013	STAFF	01-01-2023					18000
3	ADISA	KOREDE EMMANUEL	PEN000000014	STAFF	01-01-2024					18000

10. Go to **Group life** Tab: populate the necessary information on the group life form, then upload.

PenCom Employer :: IBIDITES GLOBAL SERVICES LTD Hi, PR0000106534

Upload Group Life

Insurance Company Name

No of Lives Covered

Sum Assured

Commencement Date

Expiry Date

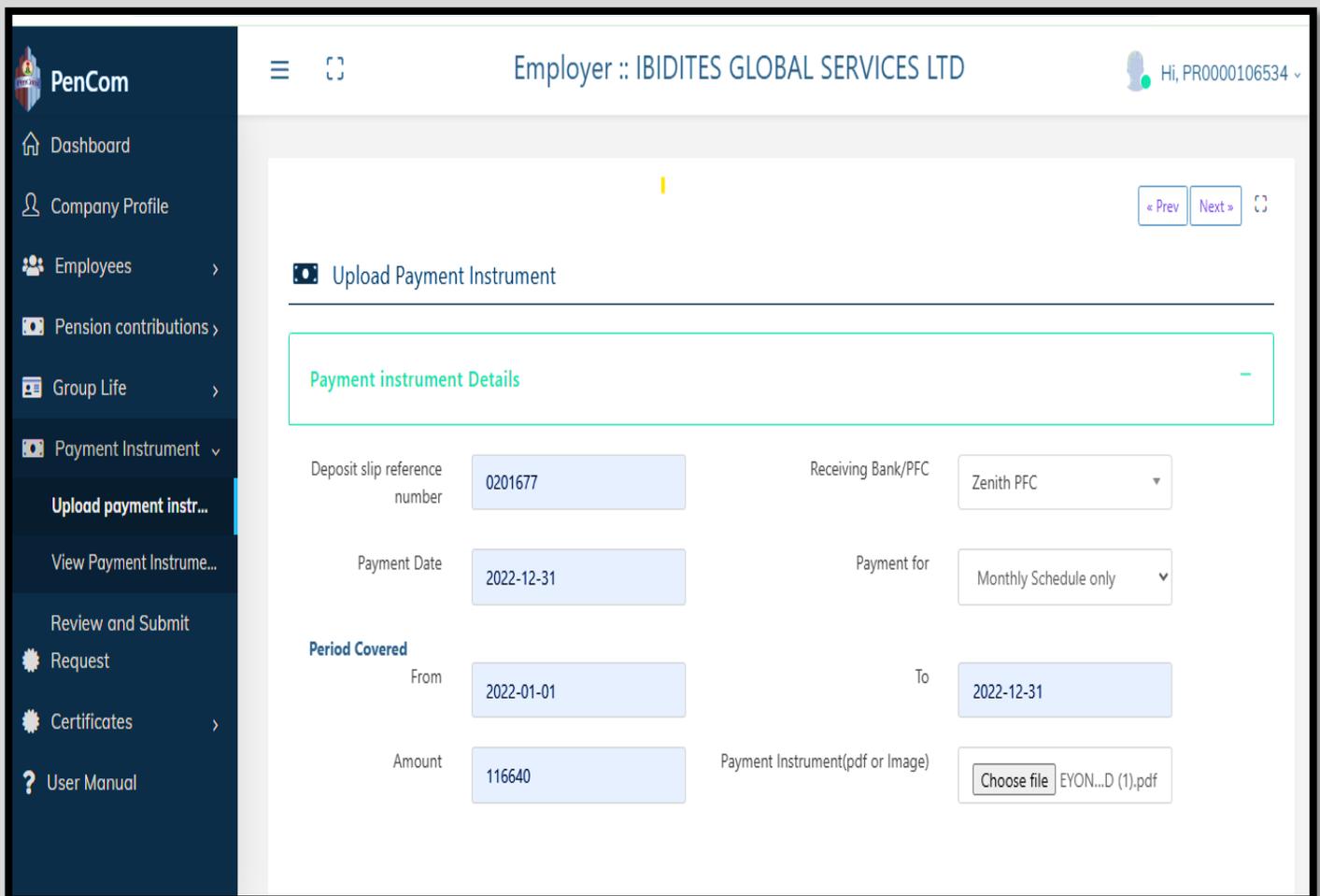
Upload Certificate (pdf only) No file chosen

Upload Schedule of Lives Covered (pdf only) No file chosen

Upload Evidence of Premium Paid (pdf only) No file chosen

11. Go to Payment instrument Tab, click on upload payment instrument. Note the following on the form:

- For those renewing their Certificate, Payment instrument must be filled for the last two years 2022 and 2023 and uploaded separately
- Use previous year **Pencom Compliance Certificate Number** as Deposit Slip Reference Number e.g . 0207066
- For Amount: Fill in the Amount paid for previous year which is on the **Certificate**
- **Payment Date** can only be 31st December 2022 or 2023
- **Period Covered** can only be from 1st January 2022 or 1st of January 2024 to 31st December 2022 or 31st December 2023
- For 2024 fill in the current **Evidence of Payment** and upload
- For those applying for **Certificate** newly, fill in the current evidence of payment on the Payment Instrument Form
- Click upload, then **Forward** and **Submit**



The screenshot displays the 'Upload Payment Instrument' form in the PenCom system. The interface includes a dark blue sidebar with navigation options like 'Dashboard', 'Company Profile', 'Employees', 'Pension contributions', 'Group Life', 'Payment Instrument', and 'User Manual'. The main content area shows the form with the following details:

- Deposit slip reference number:** 0201677
- Receiving Bank/PFC:** Zenith PFC
- Payment Date:** 2022-12-31
- Payment for:** Monthly Schedule only
- Period Covered:** From 2022-01-01 to 2022-12-31
- Amount:** 116640
- Payment Instrument(pdf or Image):** EYON...D (1).pdf

12. You should receive feedback as follows:

"Current request Status: Awaiting PFC confirmation "

13. Expect your **Electronic Certificate** within 72hours of submission if request was not rejected.

**For further enquiry, please contact Compliance and
Enforcement Department on 08035763333 or
rakamba@pencom.gov.ng**