



National Pension Commission

Plot 174, Adetokunbo
Ademola Crescent Wuse II
P M B 5170, Wuse
Abuja Nigeria
234 – 9802-2032

October 2025

Form APP/01/APA

ACCREDITED PENSION AGENTS

CHECKLIST FOR SUBMISSION OF APPLICATION FOR ACCREDITED PENSION AGENTS

This checklist is provided to assist applicants in preparing their applications. It does not substitute or replace the detailed requirements contained in the Framework for the Engagement of Accredited Pension Agents in the Implementation of the Personal Pension Plan (PPP). All required documents must be submitted for an application to be considered complete.

Applicant Details

Name (exactly as in the Certificate of Incorporation)	
Registered Address	
Head Office Address (if different)	
Telephone Number(s)	
Email Address	

1.0 Application

Duly completed Application Form (Ref; Form APP/02/APA)	☐
Evidence of payment of the non-refundable application fee of ₦2,500,000 via Remita	☐
Details of contact person(s) for the application	☐
Board Resolution authorizing the application	☐

2.0 Particulars of Applicant

Certified True Copy of Certificate of Incorporation	☐
Current status report of the Applicant Company from the Corporate Affairs Commission.	☐

Certified True Copy of Memorandum and Articles of Association	☐
Evidence of ownership structure and shareholding	☐
Valid Pension Clearance Certificate (PCC) for the Applicant Company and its Corporate Shareholders, issued by the Commission	☐

3.0 Ownership and Management

Names, addresses, and curriculum vitae of promoters, directors, and top management.	☐
Evidence of professional, technical, and managerial capacity to operate as an APA.	☐
Proposed organizational structure showing key management positions and reporting lines.	☐
Strategy for networking and geographical spread of operations.	☐
Details of internal control systems, reporting, and compliance arrangements	☐
Tax Clearance Certificates of directors and top management.	☐

4.0 Business Plan and Financials

Feasibility Report and Business Plan covering proposed operations.	☐
Five-year financial projections including Balance Sheet, Profit and Loss Account, and Cash Flow Statement with underlying assumptions.	☐
Statement of Affairs (for new companies) or Audited Financial Statements (for existing companies).	☐
Manual of Operations approved by the applicant's Board.	☐

5.0 Undertakings and Attestations

Written undertaking to maintain adequate capitalization at all times.	☐
Written undertaking to comply with all provisions of the Guidelines for Personal Pension Plans, Framework for the Engagement of Accredited Pension Agents, and all directives issued by the Commission.	☐
Written undertaking to operate only in accordance with approved business activities under the Framework for the Engagement of Accredited Pension Agents.	☐

Attestation by each Director and Senior Management staff that they have never been convicted, indicted, involved in fund mismanagement, declared bankrupt, or disqualified from acting as a company officer.	☐
Undertaking to uphold ethical standards, integrity, fairness, and avoid conflicts of interest.	☐

Declaration

We hereby declare that the information provided in this application and the attached documents are true and complete to the best of our knowledge.

Name	Designation	Signature	Date