



NATIONAL PENSION COMMISSION

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CIRCULAR

REF: PenCom/TECH/NDM/2026/48
DATE: 16 February 2026
TO: All Licensed Pension Fund Administrators
SUBJECT: **REVISED DOCUMENTATION FROM RSA HOLDERS FOR THE DATA RECAPTURE EXERCISE**

1.0 Further to the Commission's Circular on Revised Documentation from RSA Holders for Data Recapture Exercise of 25 September 2024, regarding the documentation requirement on the data recapture by Licensed Pension Fund Administrators, the Commission has observed the need to further simplify the documentation requirements for the Data recapture exercise.

2.0 The Commission has streamlined the documents to be provided by RSA holders for the data recapture exercise as follows:

2.1 Active Contributors and Retirees

- i) Enrolment Slip issued by National Identity Management Commission or NIN Card with NIN and DOB on it.
- ii) Any of the following means of identification:
 - a. National Driver's License; or
 - b. Permanent Voter's Card; or

- c. Staff Identity Card; or
- d. International Passport (mandatory for non-Nigerians); will suffice.

2.2 For RSA Holders that Changed Names/Date of Birth:

RSA Holders that have Date of Birth, Surname and/or Firstname registered with NIMC different from those on the Legacy Contributor Registration System (CRS) must submit the following additional documents to their PFAs to support the name(s) change:

- i) Sworn Affidavit for change of name (***Only applicable for change of name***)
- ii) Confirmation letter for change(s) from employer (***Applicable to both DOB and Name Change for Active contributors***)
- iii) Birth Certificate or declaration of age (***Applicable to DOB Change for retirees***)
- iv) Newspaper publication (***Applicable for change of name for retirees***)

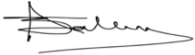
3.0 Pension Fund Administrators (PFAs) must obtain all applicable documents listed in 2.0 from RSA holders prior to the upload of their recaptured details on the Enhanced Contributor Registration System (ECSR) or by RSA Holders recapturing via the Data Recapture Self Service Portal (PenCap).

4.0 This Circular supersedes the provisions of the Circular on Revised Documentation from RSA Holders for the Data Recapture Exercise.

5.0 This Circular takes immediate effect.

6.0 All enquiries regarding this Circular should be directed to the Head,
National Databank Management Department.

Thank you.

A handwritten signature in black ink, appearing to read 'A.M. Saleem', with a long horizontal flourish extending to the right.

A.M. Saleem
Director, Surveillance Department