



NATIONAL PENSION COMMISSION

Plot 174 Adetokunbo Ademola Crescent, Wuse II
P.M.B.5170 Wuse II, Abuja, Nigeria

NOTICE ON THE ENROLMENT OF THE FEDERAL GOVERNMENT EMPLOYEES DUE FOR RETIREMENT BETWEEN JANUARY AND DECEMBER, 2012

1. This is to inform all employees of Treasury Funded MDAs of the Federal Government that in line with the provisions of Section 12 of the Pension Reform Act 2004 and as part of the implementation process of the issuance of Federal Government Retirement Bond, the Commission is organizing an enrolment exercise for employees in the service of the Federal Government **who are due to retire between January and December, 2012** by virtue of attaining the age of 60/65 years or 35 years in service whichever is earlier. The exercise would also cover employees who have already retired but yet to be enrolled.
2. The Exercise is intended to physically enroll each employee. The affected employees should come along with the original of the under- listed documents for sighting while photocopies of same would be submitted during the exercise:
 - (i) Original and photocopy of Letter of Appointment;
 - (ii) Original and photocopy of Birth Certificate or Declaration of Age;
 - (iii) Original and photocopy of Promotion Letter and **Pay Slip indicating grade level and step as at 30th June 2004;**
 - (iv) Letter of introduction from the MDA signifying expected retirement and first appointment dates, grade level and step as at 30th June 2004 as well as the current grade level and step;
 - (v) Authenticated past records of service;
 - (vi) Current Pay Slip indicating grade level and Step;

- (vii) Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN); and
 - (viii) One Passport Photograph.
3. It is important to emphasize that only employees who have been enrolled would be issued with the Federal Government Retirement Bond.
 4. To ensure a successful exercise, PenCom requires the services of at least one Pension Desk Officer from an MDA who would assist in identifying the potential retiree and confirm the authenticity of documents so presented, by way of stamping and endorsing them.
 5. Please note that medically unfit employees are exempted from the physical enrolment. However, their Pension Desks Officers are advised to come along with documents listed in 2 above as well as a letter from a suitably qualified physician that the employee is medically unfit to attend the exercise.
 6. For ease of access of participant, the exercise is scheduled to hold at sixteen (16) centres through-out the Federation. The schedule below shows the venues and dates based on service sector.

S/NO	ZONE	CENTRE	Core Civil Service & Others	Academic Institutions	Health and Research Institutions	Military, Police and Paramilitary
1	LAGOS, OGUN	Event Centre, Hakeem Bologun Street of Cadbury Road, Lagos	13-15 JUN	16-20 JUN	21-22 JUN	23-24 JUN
2	OYO, OSUN, ONDO	Conference Centre, The Polytechnic Ibadan, Ibadan	27 JUN	28-29-Jun	30-Jun	1-4 JUL
3	KWARA, EKITI, KOGI	Auditorium University of Ilorin, Ilorin	6-8 JUL	6-8 JUL	6-8 JUL	6-8 JUL
4	SOKOTO, KEBBI, ZAMFARA	Usman Danfodio University Teaching Hospital, Sokoto	13-14 JUN	13-14 JUN	13-14 JUN	13-14 JUN
5	KANO, JIGAWA	Aminu Kano Centre for Democratic Research & Training, Mambayya House, Kano	16 Jun	17 Jun	20-21 JUN	20-21 JUN
6	KATSINA, KADUNA	Ahmadu Bello University, Zaria	23-24 JUN	27-28 JUN	29-30 JUN	01-Jul

7	NASARAWA, PLATEAU, BENUE	Federal Polytechnic, Nassarawa	13-Jun	14-Jun	15-Jun	16-17 JUN
8	GOMBE, BAUCHI	Jewel Hall, Gombe	20-21 JUN	20-21 JUN	20-21 JUN	20-21 JUN
9	YOBE, BORNO	Lecture Hall, Federal Polytechnic, Damaturu.	23-27 JUN	23-27 JUN	23-27 JUN	23-27 JUN
10	ADAMAWA, TARABA	College of Education, Yola	29-Jun	30-Jun	1-5 JUL	1-5 JUL
11	CROSS RIVER, AKWAIBOM	Unical Hotel and Conference, Calabar	13-15 JUN	13-15 JUN	13-15 JUN	13-15 JUN
12	RIVERS, BAYELSA	Ebitim Banigo Auditorium, University of Port Harcourt,	17-20 JUN	21-22 JUN	23-24 JUN	27-28 JUN
13	EDO, DELTA	University of Benin Teaching Hospital, Benin	30-Jun	01-Jul	04-Jul	5-6 JUL
14	IMO, ABIA, EBONYI	Mayfair Suites and Conference Centre, Owerri	13-17 JUN	13-17 JUN	13-17 JUN	13-17 JUN
15	ENUGU, ANAMBRA	Main Hall, University of Nigeria Enugu., Enugu	20-21 JUN	22-23 JUN	24-27 JUN	28-29 JUN
16	ABUJA, NIGER	Women Development Centre, Abuja	11 JUL-13 JUL	14-15 JUL	18-19 JUL	20-22 JUL

**SIGNED
MANAGEMENT**