



NATIONAL PENSION COMMISSION

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CIRCULAR

REF: PENCOM/TECH/NDB/DB/13/3646
DATE: 08 May, 2013
TO: All Licensed Pension Fund Administrators
SUBJECT: **MODALITIES FOR THE SUBMISSION OF CHANGE OF DATE OF BIRTH REQUEST**

- 1.1 The Commission has observed that some Operators change their clients dates of birth and dates of first appointment on their databases without recourse to the Commission. Consequently, all licensed Operators are henceforth required to seek for Commission's approval and await such before effecting changes on their databases.
- 1.2 Further to this, the Commission had vide its letter referenced PenCom/Tech/NDB/DB/11/775 dated 4 May, 2011 to all PFAs stated the information required for processing request for change of dates of birth on the Contributors Registration System (CRS)
- 1.3 Please find below, the format for the submission of change of date of birth request.

S/n	Name	RSA PIN	Employer Code	Date of Retirement	DOB on Database	Client Request (New DOB)

1.4 We request you to furnish us with the following documents to back up any request for change of dates of birth.

- A. Application letter from your client stating His/Her reasons for the request
- B. Your client's birth certificate/declaration of age
- C. Copy of your client's mandate registration form
- D. Letter from the employer confirming the new date of birth as that on employee's record
- E. A copy of records of service for Public sector contributor and retirees only
- F. A copy of PenCom Retirement Benefit Registration Slip for retirees only

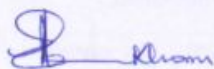
1.5 Please ensure that, all copies of documents submitted by your clients in respect of dates of birth changes are duly stamped and signed as a certified true copy, by an officer of the Organization not below the rank of Senior Manager.

1.6 Henceforth, any PFA that unilaterally effects such changes without our approval would be penalized appropriately.

This Circular takes immediate effect.

All enquiries regarding this Circular should be directed to the undersigned.

Thank you.



Ekanem B. Aikhomu (Mrs.)
Head, National Data Bank Department