



NATIONAL PENSION COMMISSION

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CIRCULAR

REF: PENCOM/TECH/NDB/RBR/11/762

DATE: May 9, 2011

TO: All MDAs

SUBJECT: REQUEST FOR DETAILS OF AUTHORISED OFFICERS TO ENDORSE LETTER OF INTRODUCTION FOR RETIRING EMPLOYEES UNDER THE CONTRIBUTORY PENSION SCHEME

Please recall that Sections 12 (1) of the Pension Reform Act 2004 provides for the issuance of Federal Government Retirement Bond (Retirement Bond) for employees of the Federal Government who as at June, 2004 were not exempted for the Contributory Pension Scheme. The Retirement Bond represents amounts owed by the Federal Government of Nigeria for past services rendered from date of appointment to 30 June 2004 to all its employees who transited into the Contributory Pension Scheme.

To facilitate the issuance of the Federal Government Retirement Bond to eligible employees of Federal Government Treasury Funded MDAs, the Commission verifies and electronically enrolls Federal Government employees scheduled to retire, at least one year in advance.

Participants during the exercise are required to come along with letters of introduction from their MDAs amongst other documents stating the date of birth, date of first appointment, date of retirement, grade level/ step as at June , 2004

and their current grade level/ step. However, the commission observed that the MDAs letters of introduction are signed by officials whom we are unable to authenticate their authority to endorse this letter.

To ensure that only authorized officers from your MDA endorse your letter of introduction to the Commission, we request that you provide us with details of two senior officers not below the rank of an Assistant Director, authorized to sign the introduction letters. The details should be captured in the format indicated in the attached specimen.

Please note that the Commission would only process documents of employees whose letter of introduction were signed by any of the authorized signatories for the issuance of the Federal Government Retirement Bond.

All duly completed authorized personnel details should reach the commission on or before 30 may, 2011.

Please accept the assurances of our highest regards.

Thank you.

Yours Faithfully,



Eyamba T. Henshaw
Commissioner, Technical

NAME OF MDA

AUHTHORISED SIGNATORIES TO LETTER OF INTRODUCTION

Signatory 1

Name of Authorized signatory

Designation:

Date:

Signature

Signatory 2

Name of Authorized Signatory

Designation:

Date:

Signature