



# NATIONAL PENSION COMMISSION

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## **GENERAL NOTICE ON THE PROCEDURE AND DOCUMENTATION FOR ACCESSING RETIREMENT BENEFITS BY PRIVATE SECTOR EMPLOYEES UNDER THE CONTRIBUTORY PENSION SCHEME**

1. Further to the various workshops held by the Commission for employees of the private sector under the Contributory Pension Scheme and advertisements placed in the media, the Commission would like to again, draw the attention of employees to the procedure and the necessary documents required for accessing retirement benefits under the Contributory Pension Scheme.
2. Employees of the private sector do not need to contact PenCom but are required to take the following steps to access their retirement benefits:
  - (i) Notify the PFA, six (6) months to retirement date.
  - (ii) Submit the following documents/information within the six (6) months to date of retirement:
    - a. Notice and/or Confirmation of retirement from employer;
    - b. Evidence of annual total emolument (ATE)/Pay Slip to the PFA;
    - c. Employer's written confirmation stating:
      - 1) that all accrued rights/employer's outstanding indebtedness to employee/accumulated contributions have been paid into RSA;
      - 2) the period for which the employee served with the Organisation; and
      - 3) authentic age of the retiree as filed with the Organisation on assumption of employment.
    - d. Details of Bank Account for receiving retirement benefits; and
    - e. Contact address after retirement.
  - (iii) Negotiate mode of withdrawal of benefits with PFA.
3. For the details of regulations on accessing retirement and terminal benefits, employees may contact their PFAs or visit PenCom's website, [www.pencom.gov.ng](http://www.pencom.gov.ng).

4. Employees of the private sector are therefore required to be guided accordingly.

**SIGNED  
MANAGEMENT**