

PenCom



Guidelines for Employer Code Requests by Pension Fund Administrators

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National Pension Commission

GUIDELINES FOR EMPLOYER CODE REQUESTS BY PENSION FUND ADMINISTRATORS

1.0 INTRODUCTION

- 1.1 One of the functions of the Pension Fund Administrators (PFAs) according to the *PRA 2004, section 45(a)* is to open Retirement Savings Accounts for all employees and obtain Personal Identification Numbers (PINs) for the employees from the National Pension Commission (PenCom). In order to do this, the employers whether from the Federal/State or the private sectors must first be recognized and issued with unique employer codes. The employees' PINs are attached to their respective employer codes in PenCom's database and are to be adopted only within the Pension Industry.
- 1.2 The objective of these guidelines is to set out the procedures for employer code requests for both the public and private sector employers.
- 1.3 These guidelines exclude the procedures for States employer codes generation as this is detailed in PenCom Circular PENCOM/INSP/CIR/PSP/11/01 of 19 December 2011 to all Licensed Operators on the Procedures for Registration of State and Local Government Employees under the section for Appointment of PFAs and Generation of Employer Codes.

2.0 GENERAL RULES OF APPLICATION

- 2.1 PFAs are expected to cross-check new employer codes requests against their respective employer code databases before forwarding a request to PenCom for employer codes generation.
- 2.2 PFAs are required to forward their requests for employer codes to PenCom using the dedicated employer code request e-mail Employercode_Request@pencom.gov.ng

- 2.3 PFAs' requests must be accompanied by scanned copies of the Certificates of Incorporation/Registration of Companies or Business name registrations.
- 2.4 Requests for employer codes generation shall be forwarded on working days only (Mondays to Fridays).
- 2.5 Henceforth, requests for employer codes generation would be treated in batches. Thus as indicated in section 2.4 above, all requests sent between 8am and 2pm would be processed within 24 hours of receipt of request from PFAs, while any request sent after 2pm would be processed within 48 hours of receipt of the request (excluding weekends and public holidays).
- 2.6 A request in which the employer information is incomplete, or has any discrepancy between PFA submission and record(s) obtained from relevant government Agencies in charge of registration/setting up of organizations shall be returned to the PFA via the dedicated employer code e-mail address as and when such is discovered with reason(s) for the rejection.
- 2.7 All successfully generated and uploaded employer codes would be forwarded to the PFAs' designated personnel through the mailing list as provided by each PFA.
- 2.8 The PFA upon notification (in writing) by the employer of a name change shall likewise communicate same to the Commission in writing attaching copy of the employer's notification and providing the necessary documentary evidence to include:
 - i. The new Certificate of Incorporation or Certificate of Business Name Registration (if just a name change) or
 - ii. The new Certificate of Incorporation and Board Resolution (if name change was as a result of a merger/acquisition).
 - iii. Board Resolution as to the acquisition of the employees of the erstwhile company by the new company.

2.9 PenCom generated employer codes shall be exposed on the Commission’s website for all operators and other users in the pension industry.

3.0 FORMAT FOR EMPLOYER CODE REQUESTS

3.1 PFAs shall use the table layout below (in **Excel format**) to submit requests for employer codes generation.

3.2 All fields in the table are compulsory and PFAs must ensure that they are correctly filled.

Table 1

PFA Name PFA Code Date

S/NO.	RC/BN NO. / BANK SORT CODE / RGW	EMPLOYER NAME	ADDRESS	NATURE OF BUSINESS	SECTOR NAME	SECTOR CODE	QUOTED (Q)/ UNQUOTED (UQ)	TAXPAYER ID. NO. (TIN) OF THE COMPANY
1.								
2.								
N.								

3.2.1 REQUIREMENT SPECIFICATION OF TABLE LAYOUT

i RC/BN No.: The Registration of Company (RC) or Business Name (BN) number of the organisation is that unique number assigned to the particular organisation by the body that approved its legal existence (e.g. the Corporate Affairs Commission at the States level or Headquarters). This must be provided and should be the same with the scanned document in section 2.3.

Bank Sort Code: Every Bank has a unique code assigned to it by the Central Bank of Nigeria (CBN) which is known as the Sort Code.

RGW: The Recurrent General Warrant (RGW) number is a unique code issued to every Federal Ministry, Department or Agency (both Treasury Funded and Self Funding) by the Budget Office of the Federation.

ii Employer Name: This is the registered name of the employer, correctly written and without abbreviation. It must be the same with the name in the scanned document in section 2.3.

- iii Address: The **current** full address of the employer must be made up of street number, street name, town and state of location.
- iv Nature of Business: This refers to the line of business the employer is engaged in. This may or may not be indicated on the company's certificate. As such, this information must be obtained from the Organisation by the PFA at the point of submission of its request for employer code generation.
- v. Sector Name and Code: These fields must be completed based on the nature of business identified in IV above. The list of the sector names and codes is presented in table 2 below:

Table 2

SECTOR NAMES AND SECTOR CODES TABLE

S/NO.	SECTOR NAME	SECTOR CODE
1	AGRICULTURE AND AGRO ALLIED	PRAGR01
2	AIRLINE SERVICES	PRAIR02
3	AUTOMOBILE AND TYRE	PRAUT03
4	AVIATION	PRAVI04
5	BANKS/BANKING	PRBNK05
6	BREWERIES	PRBRW06
7	BUILDING MATERIALS	PRBLD07
8	CHEMICALS AND PAINTS	PRCHP08
9	COMMERCIAL/SERVICES	PRCMS09
10	COMPUTER AND OFFICE EQUIPMENT	PRCOE10
11	CONGLOMERATES	PRCGS11
12	CONSTRUCTION	PRCON12
13	EDUCATION/SCHOOLS	PREDU13
14	EMBASSIES	PREMB14
15	ENGINEERING TECHNOLOGY	PRENG15
16	FOOD/BEVERAGES AND TOBACCO	PRFBT16
17	FOOTWEAR	PRFTW17
18	HEALTHCARE	PRHLC18
19	HOTEL AND TOURISM	PRHOT19
20	INDUSTRIAL/DOMESTIC PRODUCTS	PRIDP20
21	INFORMATION AND COMMUNICATION TECHNOLOGY	PRICT21
22	INSURANCE	PRINS22
23	LEASING	PRLSG23
24	MACHINES/MARKETING	PRMAM24
25	MARITIME	PRMRT25
26	MEDIA	PRMED26
27	MORTGAGE COMPANIES	PRMTG27

28	NON-GOVT ORGANISATIONS	PRNGO28
29	OTHER FINANCIAL INSTITUTIONS	PROFI29
30	PACKAGING	PRPKG30
31	PETROLEUM/MARKETING	PRPET31
32	PRINTING AND PUBLISHING	PRPUB32
33	PROFESSIONAL FIRMS	PRPRF33
34	REAL ESTATE	PRRES34
35	RELIGIOUS ORGANISATIONS	PRREL35
36	ROAD TRANSPORT	PRRDT36
37	TEXTILE	PRTEX37
38	UNIONS AND ASSOCIATES	PRUNA38
39	OTHERS	PR00039
40	ELECTRICAL/ELECTRONICS	PRELE40
41	PUBLIC SECTOR FEDERAL GOVT OF NIGERIA MINISTRIES	PUFGNFM
42	PUBLIC SECTOR FEDERAL GOVT TREASURY FUNDED DEPARTMENTS	PUFGTFD
43	PUBLIC SECTOR FEDERAL GOVT TREASURY FUNDED AGENCIES	PUFGTFA
44	PUBLIC SECTOR FEDERAL GOVT SELF FUNDING DEPARTMENTS	PUFGSFD
45	PUBLIC SECTOR FEDERAL GOVT SELF FUNDING AGENCIES	PUFGSFA
46	PUBLIC SECTOR STATE TREASURY FUNDED MINISTRIES	PUSTTFM
47	PUBLIC SECTOR STATE TREASURY FUNDED DEPARTMENTS	PUSTTFD
48	PUBLIC SECTOR STATE SELF FUNDED AGENCIES	PUSTSFA
49	PUBLIC SECTOR STATE TREASURY FUNDED AGENCIES	PUSTTFA
50	PUBLIC SECTOR LOCAL GOVERNMENT SELF FUNDED AGENCIES	PULGSFA
51	PUBLIC SECTOR FEDERAL CAPITAL TREASURY FUNDED MINISTRIES	PUFCTFM
52	PUBLIC SECTOR FEDERAL CAPITAL TREASURY FUNDED DEPARTMENTS	PUFCTFD
53	PUBLIC SECTOR FEDERAL CAPITAL SELF FUNDED AGENCIES	PUFCSFA
54	PUBLIC SECTOR FEDERAL CAPITAL TREASURY FUNDED AGENCIES	PUFCTFA
55	PUBLIC SECTOR LOCAL GOVERNMENT TREASURY FUNDED AGENCIES	PULGTFA
56	PUBLIC SECTOR LOCAL GOVERNMENT TREASURY FUNDED DEPARTMENTS	PULGTFD
57	PUBLIC SECTOR STATE SELF FUNDING DEPARTMENTS	PUSTSFD
58	PUBLIC SECTOR LOCAL GOVERNMENT SELF FUNDING DEPARTMENTS	PULGSFD

- vi. Quoted (Q)/Unquoted (UQ): The PFA must indicate whether or not the organisation is quoted on the floor of the Nigerian Stock Exchange (NSE).

Quoted companies should be indicated as (Q) while the Unquoted companies are to be indicated by (UQ) respectively.

- vii Taxpayer Identification Number (TIN): This is the number issued to all registered companies by the Federal Inland Revenue Service. This should be obtained from the organisation at the point of submission of its request for employer code to the PFA.

4.0 REVIEW

- 4.1 These Guidelines shall be subject to review by the Commission from time to time or as the need arises.

5.0 ENQUIRIES

- 5.1 All enquiries regarding these guidelines shall be directed to the National Pension Commission.