



NATIONAL PENSION COMMISSION

Plot 2774, Shehu Shagari Way, Maitama District
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www.pencom.gov.ng

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C I R C U L A R

The Chief of Staff to the President
The Deputy Chief of Staff to the Vice President
Honourable Ministers
The Secretary to the Government of the Federation
Head of Civil Service of the Federation
Special Advisers
Service Chiefs/Inspector-General of Police
Chairman, Federal Civil Service Commission
Permanent Secretaries and Heads of Extra-Ministerial Departments
Directors-General and Chief Executives of Parastatals
The Clerk of the National Assembly
The Secretary, National Judicial Council
The Secretary, Federal Judicial Service Commission
The Auditor-General for the Federation
The Accountant-General of the Federation

ON-LINE REGISTRATION BY EMPLOYEES

All employees in the Federal Ministries, Departments, Agencies, Military, Para-Military, Security Establishments and the Federal Capital Territory(FCT) who have opened their Retirement Savings Accounts (RSAs) with their chosen Pension Fund Administrators (PFAs) are required to visit the website: www.pencom.gov.ng and submit their **current and up-to-date information.**

2. The mandatory information that each employee is required to provide include:

- (i) Personal Identification Number (PIN) – provided by the PFA after registration.
- (ii) Full names – Surname, First name and Middle name clearly spelt out. Initials not acceptable.
- (iii) Sex (Male or Female).
- (iv) Phone Number.
- (v) Agency – where an employee is currently employed.
- (vi) File or Service Number – Unique File Number for Civil Service Employees and Service Number for Military and Para-Military personnel.
- (vii) Grade Level/Grade Step-Employee's current Grade Level & Step.
- (viii) Date of Birth.
- (ix) Date of First Appointment.

3. Each employee is required to have a valid e-mail account so that a confirmation e-mail account can be sent to him/her which will also facilitate timely and secure correspondence with the Commission. Employees can open a new e-mail account for free by visiting:

- i. www.yahoo.com, click mail and click sign-up, or
- ii. www.hotmail.com, click sign-up.


4. An employee may also choose to enter a password to enable him/her access this information in future in case modifications are required.

5. The Commission shall not entertain any hard (paper) copies of the above information. All the information must be submitted on-line. The information supplied would facilitate the crediting of contributions to the individual's Retirement Savings Account.

6. Employees who are yet to open their Retirement Savings Accounts are hereby reminded to do so to enable the Commission transfer their contributions to their respective RSAs.

7. Please ensure that employees in your Ministry, Department, Agency or Parastatal urgently comply with this Circular so as to avoid delay in the transfer of the funds to their respective Retirement Savings Accounts.

8. All enquiries should be directed to the Director-General of the National Pension Commission at Plot 2774, Shehu Shagari Way, Maitama District – Tel Nos. **09 – 4138736 – 40 ext. 1034** and **09 – 6720091** and **Fax 09-4133363**.


M. K. Ahmad
Director-General