



NATIONAL PENSION COMMISSION

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CIRCULAR

REF: PenCom/DG/09/016/1

DATE: 30 April, 2009

TO: The Principal Secretary to the President, C-in-C
Principal Secretary to the Vice President
Honourable Ministers
The Secretary to the Government of the Federation
The 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 Auditor General for the Federation
The Accountant General of the Federation

SUBJECT: PROCEDURE AND DOCUMENTATION FOR ACCESSING RETIREMENT BENEFITS BY FEDERAL GOVERNMENT EMPLOYEES UNDER THE CONTRIBUTORY PENSION SCHEME

Further to the various workshops held by the Commission for employees of the Federal Government under the Contributory Pension Scheme and advertisement 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 Treasury Funded Ministries, Departments and Agencies (MDAs) are required to be physically enrolled by National Pension Commission (PenCom) for the determination and payment of their accrued entitlements for service rendered up to 30 June, 2004.

3. The documents required for enrolment with PenCom by employees of the Treasury Funded MDAs are:

- (i) Original and photocopy of Letter of First Appointment in the case of civilian and paramilitary and original and photocopy of notification of Commission part II and enlistment in the case of the armed forces;
- (ii) Original and photocopy of Birth Certificate or Declaration of Age;
- (iii) Original and photocopy of Promotion Letter or Pay Slip indicating grade level/rank and step as at 30th June 2004;
- (iv) Letter from the MDA signifying approved retirement and first appointment dates, grade level/rank and step as at 30th June 2004; and current grade level/rank and step;
- (v) Copy of authenticated records of service;
- (vi) Copy of Current Pay Slip indicating current grade level and step;
- (vii) Evidence of registration with a Pension Fund Administrator (PFA) indicating Personal Identification Number (PIN);
- (viii) One recent Passport sized photograph; and
- (ix) Letter of indemnity from the organisation indicating whether or not gratuity and/or pension had been paid to the employee.

4. Employees are required to take the following steps to enable them access their retirement benefits:


- (i) Notify the PFA of retirement, six (6) months to the retirement date.
- (ii) Submit the following documents/information to their PFA 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

- c. Evidence of accrued pension rights (certified true copy of retirement bond if already issued, or notification of redemption of bond & remittance of contribution by PenCom);
- d. Details of Bank Account for receiving retirement benefits; and
- e. Contact address after retirement.(preferably home address, not P. O. Box)

(iii) Negotiate mode of withdrawal of benefits with PFA.

5. 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.

6. Employees are therefore required to be guided accordingly.


M. K. Ahmad
Director-General