



## NATIONAL PENSION COMMISSION

174, Adetokunbo Ademola Crescent, Wuse II, Abuja.

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### CIRCULAR

**REF: RR/CIR/PSP/14/01**  
**DATE: 13 November 2014**  
**TO: All Pension Fund Administrators**  
**SUBJECT: REVISED PROCEDURE FOR REGISTRATION OF STATE AND LOCAL GOVERNMENT EMPLOYEES**

Please recall the Commission's earlier circular referenced PENCOM/INSP/CIR/PSP/11/01, which grants concessions to States to adopt a structured arrangement in the registration of States' and Local Governments' employees by assigning Pension Fund Administrators (PFAs) to specific Ministries, Departments and Agencies (MDAs). This concession was given to allow the States jumpstart the registration of their employees under the CPS.

However, after 10 years of implementation of this strategy, the Commission has come to a conclusion that the CPS has stabilized in most States that have implemented it, hence the need to reverse the structured approach hitherto in operation. Therefore, in line with the provisions of the State Laws and Section 11(1) of the Pension Reform Act 2014, employees are at liberty to register with any PFA of their choice. However, should a State insist on implementing the structured arrangement, the Commission would require each individual employee to give a written consent, in the attached format specified by the Commission, on the PFA assigned to the MDAs with which he/she works. In this regard, PFAs are to ensure that signed consent letters are obtained from each affected employee, prior to the generation of PINs for such employees. The PFA should also ensure that the original copies of the consent letters are submitted to the Public Sector Pensions Department of the Commission, in monthly batches at the end of every month, with the resultant PINs clearly indicated in the space provided on the consent letters.

Please ensure strict compliance.

Thank you.

**G. E. USORO (MRS.)**  
**General Manager, Public Sector Pensions**

ADDRESS:

.....  
.....  
.....  
.....

Date: .....

The Director General  
National Pension Commission  
Plot 174, Adetokunbo Ademola Crescent  
Wuse II  
Abuja

Dear Madam,

**CONSENT LETTER**

I, ..... , ..... , ..... , an employee  
(Surname) (First Name) (Middle Name)

of ..... hereby consent to open a Retirement

Savings Account (RSA) with ..... (the PFA).  
(Name of PFA)

The PFA is to manage my RSA in accordance with enabling Laws and Guidelines issued by the National Pension Commission.

.....  
GSM No.

.....  
Name & Signature

Dated this ..... day of ..... 2014.

**To be completed by the PFA:**

Personal Identification Number (PIN) generated: .....

PIN generated by: .....  
(Name and Signature)

Date: .....