



NATIONAL PENSION COMMISSION

PENSION CLEARANCE CERTIFICATE

Requirements for Issuance of Pension Clearance Certificate

- Certified list of employees of the organisation as at the end of the last fiscal year. The certification should be done with an authorised official stamp of the applicant organisation.
- Certified rate of monthly pension contributions (specifying employer and employee rates). The rates relating to the monthly emoluments are:
 - (a) Minimum of ten percent (10%) by the employer; and
 - (b) Minimum of eight percent (8%) by the employee.
- Evidence of remittance of monthly pension contributions of all employees for the last 3 fiscal years for organizations that have been in existence for the period.
- For organizations not in existence for the last 3 years, evidence of remittance of pension contributions from the date of incorporation/registration/licensing.
- Evidence of remittance of all outstanding pension contributions and penalties.
- Evidence of transfer of pension fund and assets prior to the commencement of the Contributory Pension Scheme to a licensed pension fund operator, where applicable.
- Evidence of current group life insurance policy procured for the staff of the organisation specifying the number of employees covered and the sum assured.

Applications can be made and submitted in the following ways; On the e-Pension Clearance Certificate Application Portal which is hosted on the Commission's website www.pencom.gov.ng; At the Commission's Head Office at Plot 174, Adetokunbo Ademola Crescent Wuse II, Abuja; At the Commissions Zonal offices listed in the 'contact us' menu on the Commission's website.