



# NATIONAL PENSION COMMISSION

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**REF:** PENCOM/TECH/NDMD/24/2081  
**DATE:** 25 September 2024  
**TO:** All Licensed Pension Fund Administrators  
**SUBJECT:** **REVISED DOCUMENTATION FROM RSA HOLDERS FOR THE DATA RECAPTURE EXERCISE**

## CIRCULAR

- 1.0 Further to Section 5.3.9 of the Commission's Revised Guideline on Retirement Savings Account Registration of 2019, the Commission has revised the documentation requirement from RSA Holders for the Data Recapture Exercise.
- 2.0 The Commission has streamlined the documents to be provided by RSA holders for the Data Recapture Exercise as follows:
- 2.1 **Active Contributors**
- i) Letter of Employment or Staff Identity Card.
  - ii) Where a Letter of Employment is provided instead of a Staff Identity Card, the RSA Holder must provide any of the following means of identification:
    - National Driver's License; or
    - Permanent Voter's Card; or
    - International Passport (mandatory for non-Nigerians).
  - ii) Enrolment Slip issued by the National Identity Management Commission (NIMC)/NIN Card with NIN.
  - iii) Birth Certificate or Sworn Affidavit of Age Declaration (for change of Date of Birth different from the Legacy Database (CRS)).

## 2.2 Retirees

- i) Letter of Retirement issued to the Retiree by the Employer.
- ii) The Retiree must also provide any of the following means of identification:
  - National Driver's License; or
  - Permanent Voter's Card; or
  - International Passport (mandatory for non-Nigerians).
- iii) Enrolment Slip issued by NIMC/ NIN Card with NIN.

## 2.3 RSA Holders that Changed Names

RSA Holders that have Surname and /or First Name registered with NIMC different from those on the Legacy Contributor Registration System (CRS) must submit the following documents to their PFAs to support the name change(s):

- i) Marriage Certificate (only applicable in the case of marriage);
- ii) Newspaper publication for change of name;
- iii) Sworn affidavit; and
- iv) Confirmation letter for change of name from employer (Active Contributors).

- 3.0 Pension Fund Administrators (PFAs) must obtain all applicable documents listed in 2.0 from RSA Holders prior to the upload of their recaptured details on the Enhanced Contributor Registration System (ECSR).
- 4.0 This Circular supersedes the provisions of Sections 5.3.9 of the Revised Guideline on Retirement Savings Account Registration.
- 5.0 This Circular takes immediate effect.
- 6.0 All enquiries regarding this Circular should be directed to the National Databank Management Department

Thank you.



**A.M Saleem**  
**Head, Surveillance Department**