



NATIONAL PENSION COMMISSION

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REF : PENCOM/TECH/NDMD/2025/7
DATE : 8 January 2025
TO : All Licensed Pension Fund Administrators
SUBJECT: **CIRCULAR ON THE REVISED DOCUMENTATION FOR RETIREMENT SAVINGS ACCOUNT (RSA) REGISTRATION**

- 1.0 Following the numerous complaints from Pension Fund Administrators (PFAs) regarding challenges in obtaining Letters of Employment from new employees, the Commission has revised the RSA Registration Documents to ease the RSA registration process.
- 2.0 In line with the amendments to the documentation requirements from RSA holders for the Data Recapture Exercise, the National Pension Commission (Commission) has also revised the requirements from employees for RSA registration to reflect the changes.
- 3.0 The revised documentation requirements are only applicable to the **Formal Sector Employees**.
- 4.0 Thus documentation requirements specified in Section 4.1.2 of the Revised Guideline on Retirement Savings Account Registration of 2024 have been amended as follows:
 - 4.1.2 PFAs shall also obtain the following documents for the registration of formal sector employees:
 - (i) Letter of Employment or Letter of Appointment (in the case of employees of the Private Sector and Public Sector Self-Funded Agencies) or **Staff Identity Card**.
 - (ii) Letter of First Appointment or Attestation Letter (in the case of employees of the Public Sector Treasury-Funded Agencies and Police Personnel, respectively. or **Staff Identity Card**

(iii) Any of the following means of identification where a Letter of Employment is provided in 4.1.2 (i) and 4.1.2 (ii) above:

- a) Staff Identity Card; or
- b) National Driver's License; or
- b) Permanent Voter's Card (PVC); or
- c) International Passport.

However, where a Staff Identity Card is provided in Sections 4.1.2 (i) or 4.1.2 (ii) above, Section 4.1.2 (iii) of this Circular becomes inapplicable.

- (iv) National Identity Card or Enrolment Slip issued by the National Identity Management Commission (NIMC), indicating the National Identification Number (NIN).
- (v) Other additional documentation as may be deemed necessary by the PFA.
- (vi) Other additional documentation as may be specified by the Commission from time to time.

5.0 This Circular supersedes the provisions of Sections 4.1.2 of the Revised Guideline on Retirement Savings Account Registration.

6.0 This Circular takes immediate effect.

7.0 All enquiries regarding this Circular should be directed to the National Databank Management Department.

Thank you.



A.M Saleem
Head, Surveillance Department