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Special Release

28 July, 2015

## **ENROLMENT OF FEDERAL GOVERNMENT EMPLOYEES SCHEDULED FOR RETIREMENT BETWEEN JANUARY AND DECEMBER, 2016 UNDER THE CONTRIBUTORY PENSION SCHEME**

In line with the provisions of Section 15 of the Pension Reform Act 2014 and as part of the implementation process of the issuance of Federal Government Retirement Bond, the Commission is organizing an enrolment exercise commencing from **27 July, 2015 to 4 September, 2015** for employees in the service of the Federal Government that are due **to retire between January and December, 2016** by virtue of attaining 60 years of age or 35 years in service whichever is earlier and 65 years or 70 years of age for employees of Tertiary institutions.

The affected employees would be physically enrolled and are expected to come along with the original of the under listed documents for sighting while photocopies (on A4 paper) of same would be submitted during the exercise:

- a. Original and photocopy of Letter of First Appointment.
- b. Original and photocopy of evidence of Transfer of Service and Acceptance of Transfer.
- c. Original and photocopy of Birth Certificate or Declaration of Age.
- d. Original and photocopy of Promotion Letter and Pay Slip indicating grade level and step as at 30 June, 2004.
- e. Letter from the Ministry, Department and Agency signifying first appointment and retirement dates; grade level and step as at 30 June, 2004 as well as current grade level and step.
- f. Authenticated past records of service.
- g. Letter of indemnity in case of voluntary retirement stating the amount paid as pension and or gratuity, if any.
- h. Evidence of change of name where applicable.
- i. Pay Slip indicating grade level and step as at July, 2007.
- j. Current Pay Slip indicating grade level and step.
- k. Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN).

The Pension Desk Officer (PDO) is expected to be available at the designated centres during the period of enrolment to authenticate all relevant documents of each

potential retiree and certify the record of service and the retirement registration forms.

**Please note that medically unfit employees are exempted from the physical enrolment.** However, PDOs are advised to come along with all the documents listed in 2 above as well as a letter from Medical Board of your organization that the employee is medically unfit to attend the exercise.

The exercise is scheduled to hold at sixteen (16) centres throughout the Federation. The attached timetables give detail of venues and dates for the enrolment exercise.

**The enrolment exercise for the University of Ibadan is as stated in column 4 below:**

<b>Enrolment Centre Address</b>	<b>State Grouping</b>	<b>Ministries/ Parastatals</b>	<b>Academic Institutions</b>	<b>Health &amp; Research Inst.</b>	<b>Paramilitary</b>
Main Hall of Conference Centre, The Polytechnic, Ibadan	Oyo, Osun and Ondo	12 August	<u>*13 August*</u>	14 August	17 August

All enquiries should be directed to:

The Director-General  
National Pension Commission  
174, Adetokunbo Ademola Crescent  
Wuse II  
Abuja  
Tel: 09 – 4610466-8  
Email: info@pencom.gov.ng

Thank you.

**O. I. Olukoya, MNIM, FPA**  
**Registrar**