

Change of Date of Birth check list

Applications will ONLY be processed if they include the required documents. If any document is missing, the application will be considered **incomplete** and **not accepted** until the documents have been provided. Please refer to required document checklist below for Change of Date of Birth requests

OFFER OF ANY FORM OF GIFT OR CASH TO ANY STAFF TO PROCESS YOUR PENSION BENEFITS IS STRICTLY PROHIBITED
Call 012716000 to report any request for gift or cash

{Please tick box (X) to indicate all documents provided}

1. Change request form/letter

- a) This is the duly completed and signed change request form/letter which clearly states the client is requesting for a change in his/her date of birth
- b) The form/letter should clearly indicate the client's correct date of birth
- c) The signature on the form/letter must be the same as that on our records
- d) The signature must be verified and stamped by the receiving officer

which can be any one (1) of the following:

- i. Copy of employment letter
- ii. Copy of staff ID card
- iii. Copy of pay slip

2. Birth Certificate/Age Declaration

- a) It is required that the client provides his/her birth certificate
- b) In the absence of a birth certificate, an age declaration from the Court will suffice
- c) The age declaration MUST bear the official stamp of the court
- d) Clients with recent age declarations should state in their applications the reason for providing a recent document

4. Record of service (for public sector clients only)

- a) The client must provide a copy of his/her record of service duly stamped and signed by the employer.
- b) The employer's stamp and signature must be affixed on ALL pages of the record of service
- c) The date of birth on the record of service MUST be legible and NOT altered

3. Confirmation Letter

- a) This should be a formal letter from the organization confirming the client's employment details and correct DOB on the employer's record
- b) Where the Company no longer exists, a sworn affidavit, notification of exit by the Company or newspaper publication of Company closure should be provided
- c) Ex- employees of Air Nigeria Development Limited and Delta Steel Company Plc should provide evidence of employment with the organizations

5. PenCom retirement benefit registration slip (for retirees only)

6. Client's mandate registration form- (Internal)

The client's RSA form must be called up from the Archives and attached to the above supporting documents.

PLEASE NOTE that approval for a change of date of birth remains the SOLE prerogative of the National Pension Commission irrespective of supporting documents submitted.