

PENSION ADMINISTRATION REGISTRATION FORM

PLEASE COMPLETE ALL INFORMATION IN CAPITAL LETTERS
(Mandatory Fields * Conditional Mandatory Fields **)



1. *REGISTRATION TYPE - Please tick as applicable

New RSA **Data Update** **Transfer Window**

CPS **Active** **Temporary Pin Regularisation**

Retiree

2. PERSONAL DATA

* Surname

* First Name

Middle Name

* Title (Mr/ Mrs Ms/ Miss) * Marital Status (SG/MD/WD/DV/SP) * Gender (M/F)

* Date of Birth (DD / MMM / YYYY) / / ** LGA Code ** State of Origin

(E.g : 01 / JAN / 2000) * Place of Birth (See attached code list)

* Nationality Maiden/Former Name

Residential Address

** Location Abroad Nigeria P.O Box House No./Name

Street Name

** Village/ Town/ City ** State Code

** Zip Code ** LGA Code * Country Code

* Phone Number (Dialing Code + Mobile Number)

Email Address

3. EMPLOYMENT RECORD

* Sector Classification Public Sector (Fed & MDAs) - 01
Private Sector - 02
Cross Border - 04

* Name of Organization/Business/Association/Cooperative

** IPPIS Yes No ** Date of Joining IPPIS (DD / MMM / YYYY) / / ** IPPIS No.

Organisation Address

** Location Abroad Nigeria P.O Box/PMB Building No./Name

Street Name

** Zip Code ** LGA Code ** State Code * State of Posting

** Village/ Town/ City ** Country Code

Employer's Phone Number (Dialing Code + Mobile Number)

** Employee ID ** Service ID No.(Police/Para Military)

** Date First Appointment (DD / MMM / YYYY) --Public Sector only / /

Date of Current Appointment (DD / MMM / YYYY) --Public and Private Only / /

** Date of Transfer of Service (DD / MMM / YYYY) --Pubilc Sector only / /

** Designation/Rank

Official Email Address

4. PERSONAL IDENTIFICATION

* ID Number / Int'l Passport Number for Non-Nigerians

* National Identity Number (NIN)

* Bank Verification Number (BVN)

*RSA Personal Identification Number (RSA PIN) * PFA Code

PEN

Temporary PIN (if available)

Other RSA PIN and PFA where applicable PFA Code

PEN

5. NOTIFICATION SETUP-Please tick the appropriate box

Please Indicate where you would want Correspondences sent to
(e.g Welcome letters, Statement of Account etc.)

E-mail Only **Residence** **Office** **Don't Deliver**

6. SOCIAL MEDIA DETAILS

Kindly tick your preferred social media network from the boxes below and fill in the corresponding handle name.

FaceBook **Twitter** **Instagram** **Others (please specify)**

7. NEXT OF KIN DETAILS

* Surname

* First Name

Middle Name

* Title (Mr/ Mrs Ms/ Miss) * Relationship

* Gender (M/F) Dialing Code * Mobile Number

NOK's Correspondence Address

** Location Abroad Nigeria P.O Box/PMB House No./Name

Street Name

** Village/ Town/ City ** State Code

** Zip Code ** LGA Code ** Country Code

Email Address

8. SALARY STRUCTURE -Treasury Funded Agencies Only

**Harmonised Salary Structure (2004) (Eg. HAPSS, HATISS)

**Consolidated Salary Structure (2007) (Eg. COMSS, CONTISS)

**Consolidated Salary Structure (2010) (Eg. COMSS, CONTISS)

**Consolidated Salary Structure (2013) (Eg. COMSS, CONTISS)

**Consolidated Salary Structure (2016) (Eg. COMSS, CONTISS)

**Current Salary Structure (Eg. ENCONTISS)

**GL as at June 2004 **GL as a Jan 2007 **GL as at 2010

**GL as at 2013 **GL as at 2016 **Current GL

**Step as at June 2004 **Step as at Jan 2007 **Step as at Jan 2010

**GL as at 2013 **Step as at 2016 **Current Step

9. CERTIFICATION

I hereby certify that the information provided in this form is correct. I further consent and authorize Nigeria Inter-Bank Settlement System Plc and National Identity Management Commission to release my BVN and/ or NIN information (as may be required) to the National Pension Commission (PenCom) for the maintenance and operation of my Retirement Savings Account. It is my understanding that PenCom shall exercise due care to ensure that my information is secured and protected.

*

PASSPORT PHOTO HERE

NAME & SIGNATURE SHOULD BE BOLDLY WRITTEN AT THE BACK OF THE PASSPORT

PASSPORT SHOULD BE ON A WHITE BACKGROUND

**

SIGNATURE HERE

* Date (DD / MMM / YYYY)
 / /

ATTACHED SUPPORTING DOCUMENT (Mandatory)

* (Please tick the appropriate box)

Means of Identification (any one of the following)
 (National ID/Valid Driver's license/Voters card/International passport/ Company ID card)

Proof of Address (any one of the following)
 (Utility bill within the past 3 months/ Recent Tenancy Agreements/ Active bank statement within the past 3 months/National ID/ Valid Driver's license/Voters card)

Birth Certificate or Age Declaration

Letter of Appointment (Public Sector Employees)

Letter of Employment (Private Sector Employees)

Transfer or Acceptance of Service (Public Sector, where applicable)

Promotion Letters & Payslips for the following periods
 (Public Sector Employees)
 30 Jun 2004, Jan 2007, Jul 2010, Dec 2013, Dec 2016 and Current

Is Contributor / Retiree Physically Challenged?

YES NO OTHERS

If YES, Tick Type : PARTIAL COMPLETE Supporting Documents YES NO

* Agent Code

