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Special Release

03 November, 2011

**IN-HOUSE ENROLMENT OF FEDERAL GOVERNMENT EMPLOYEES SCHEDULED FOR RETIREMENT IN 2012 UNDER THE CONTRIBUTORY PENSION SCHEME, WHO MISSED THE RECENTLY CONCLUDED ENROLMENT EXERCISE**

The National Pension Commission is organizing an in-house enrolment exercise for employees in the service of the Federal Government, who were unable to participate in the recently conducted nationwide exercise by the Commission from 23 June to 22 July, 2011. The exercise would also cover employees who have already retired and are yet to be enrolled by the Commission.

The affected employees are required to come along with the originals of the under listed documents for sighting, while their photocopies would be submitted during the exercise:

- i. Original and photocopy of Letter of Appointment
- ii. Original and photocopy of Birth Certificate/Declaration of Age
- iii. Original and photocopy of Promotion Letter and Pay slips indicating Grade level and step as at 30 June, 2004
- iv. Letter from the Ministry, Department or Agency signifying retirement, first appointment date, Grade level and step as at 30 June 2004, as well as the current Grade level and step
- v. Letter of indemnity in case of voluntary retirement, stating the amount paid as pension and or gratuity, if any
- vi. Authenticated past Record of Service
- vii. Current Pay slips indicating Grade level and step
- viii. Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN)
- ix. One passport photograph not less than six months old.

This enrolment exercise is scheduled to hold at the premises of the Commission from Monday 26 September, to Wednesday, 30 November, 2011.

However, concerned University of Ibadan employees are expected to present themselves at the Pensions Office for verification of their documents on or before Friday, 11 November before proceeding to Abuja for enrolment from Monday, 14 to Friday, 18 November, 2011.

**Omotayo O. Ikotun (Mrs.)**  
*Registrar*