

# DATA RECAPTURE EXERCISE



The **National Pension Commission (PENCOM)** recently released a new working guide on CFI and the main objective of the Data Recapture Exercise is to obtain complete and accurate data of all RSA holders (both active and retired) in line with the provisions of Section 23(e) of the PRA 2014.

- The Exercise will further enable PFAs to obtain the National Identity Numbers (NIN) of their RSA holders to ensure compliance with NIMC's minimum bio data requirements and the use of NIN as a unique identifier for all Nigerians.
- It would provide a platform for the collation of relevant information on employees of Federal and State Government Treasury Funded MDAs who transited from the erstwhile DB Scheme to the CPS. The information would facilitate the expeditious computation of their accrued rights and eliminate the need for yearly enrolment of those due for retirement.
- It would enable the identification and elimination of multiple registrations from the RSA Registration Database.

The Exercise would ensure that all PFAs comply with the minimum standards and requirements set by the Commission for the registration of contributors i.e. retrieve all supporting documents for registration

**Please note below the supporting documents for both Public & Private Sector:**

## PUBLIC SECTOR

### Federal Government Treasury Funded MDAs

the following documents must be retrieved after sighting their originals

- Letter of First Appointment or Attestation Letter (in the case of Police Personnel)
- Transfer and Acceptance of Service (where applicable)
- Birth Certificate or Declaration of Age
- Staff Identity Card or any one of the following:
  - National Driver's License;
  - Permanent Voter's Card; or
  - International Passport.
- National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN).
- Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication.
- Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable).
- Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable).
- Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable).
- Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2013 (where applicable).
- Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2016 (where applicable).
- Promotion Letter and Pay Slip indicating current Grade Level and Step (where applicable). IPPIS No. and date employee joined IPPIS (for employees of MDAs under IPPIS).

## PRIVATE SECTOR

### Non-Treasury Funded Federal and State Government MDAs and the Private Sector

- Staff Identity Card or any one of the following:
  - National Driver's License;
  - Permanent Voter's Card; or
  - International Passport.
- Letter of First Appointment (in the case of Public Sector employees)
- Letter of Employment or Letter of Appointment (in the case of Private Sector employees)
- Birth Certificate or Declaration of Age
- National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN)
- Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication.
- Other additional documentation as may be deemed necessary by the PFA.

## Passport Guide

- One (1) recent coloured passport sized (4" x 4") photograph taken against a white background with the contributor's name written at the back
- Facial features from bottom of the chin to top of the forehead (including both edges of the well-focused eye /nose /mouth /forehead / chin region)
- Capture tribal marks
- Expression shall be:
  - Neutral face expression
  - Mouth closed
  - Eyes open
- Picture illumination shall be:
  - Bright and equally distributed
  - No shadows