

# 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

Are you registered with any Pension Fund Administrator (PFA)?

YES       NO

\* Please sign in the box below

## 2. PERSONAL DATA

\* Surname

\* First Name

Middle Name

\* Title      \* Marital Status      \* Gender

( Mr/Mrs Ms/Miss )      Single(SG), Married(MD) Widowed(WD), Divorced(DV), Separated(SP)      (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      P.O Box      House No./Name

Abroad       Nigeria

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 -PU      State- ST  
Private Sector - PR  
Cross Border - CB

\* Name of Organization

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

Yes       No

**Organisation Address**

\*\* Location      P.O Box/PMB      Building No./Name

Abroad       Nigeria

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/ Staff file No. ( Public )      \*\* 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 ) --Public Sector only

Designation/Rank

Official Email Address

## 4. PERSONAL IDENTIFICATION

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

\* National Identity Number (NIN) Nigerians Only.

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       Don't Deliver

Please sign in the box

## 6. SOCIAL MEDIA DETAILS

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

Instagram       FaceBook       Twitter

Others (please specify)

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## 7. NEXT OF KIN ( NOK ) DETAILS

\* Surname

\* First Name

Middle Name

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

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

**NOK's Correspondence Address**

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

Street Name

\*\* Village/ Town/ City \* State Code

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

Email Address

## 8. SALARY STRUCTURE -Treasury Funded Public Sector Agencies Only

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

\*\*Consolidated Salary Structure (2007)   
 ( Eg. COMPSS, CONTISS )

\*\*Consolidated Salary Structure (2010)   
 ( Eg. COMPSS, CONTISS )

\*\*Current Salary Structure   
 ( Eg. ENCONTISS )

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

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

\*\*Current GL  \*\*Current Step

## 9. CLIENT CONSENT

I hereby certify that the information provided in this form is correct. I Further consent and authorize National Identity Management Commission to release my NIN information (as may be required) to the National Pension Commission (PenCom) upon request by my Pension Fund Administrator 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.

\* PLEASE PLACE PASSPORT PHOTO HERE

\*\* Please sign in the box below

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

\* Date ( DD / MMM / YYYY )  
 /  /

PASSPORT SHOULD BE ON A WHITE BACKGROUND

Client Name

Client Address

**Form Reference No.:**

021/CR  021/RR

## FOR OFFICIAL USE ONLY

### ATTACHED SUPPORTING DOCUMENT (Mandatory)

- \* (Please tick the appropriate box)
- Means of Identification** (any one of the following)  
 (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)
- Letter of First Appointment** (Public Sector Employees)
- Letter of Employment** (Private Sector Employees)
- Letter of Attestation**(Police Personnel)
- Transfer or Acceptance of Service** (Public Sector, where applicable)
- National Identity Card or enrolment slip** issued by the National Identity Management Commission indicating the National Identity Number (NIN)
- 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

\* SAP ID

