

Checklist for Data Recapture Exercise

In line with the mandate from the National Pension Commission for all PFAs to update the personal information of **all** their registered RSA holders, we are conducting a mandatory data recapture exercise for our registered clients. Please refer to required document checklist below for guidance. Original documents **must** be provided for sighting while photocopies would be retained.

For enquiries, you can reach us via our 24-hours 7 days a week multilingual contact centre on 01-2716000 or send an email to pensionsolution@stanbicibt.com

Please tick (X) in the box provided to indicate all checks have been done}

- | | |
|--|--|
| <p>1. Completely filled Data Recapture Exercise form. <input type="checkbox"/></p> | <p>8. Staff file Number. This should be clearly written on the data recapture form <input type="checkbox"/></p> |
| <p>2. Birth Certificate or Declaration of Age. The date of birth (DOB) captured must be same as the DOB on the NIMC. <input type="checkbox"/></p> | <p>9. Letter of First Appointment/ Employment/*Attestation. This should be captured on the employer's letter head. <input type="checkbox"/></p> |
| <p>3. One Passport Photograph. This is one (1) recent coloured passport sized (4"x4") photograph taken against a white background with the RSA holder's name written at the back of the passport. <input type="checkbox"/></p> | <p>*The Letter of Attestation is applicable to only employees of the Nigerian Police Force</p> |
| <p>4. Proof of address. This could be any of the following stated below: <input type="checkbox"/></p> <ul style="list-style-type: none"> I. Utility bill within the past three months (Examples: PHCN bills, Water bills, Waste bills, Land use charge, Telephone bills; Cable bills etc) II. Valid Driver's License (not expired); III. Recent Tenancy Agreements; IV. Permanent Voters card; V. Active Bank Statement (within the past 3 months) containing current address. | <p>10. Transfer and Acceptance of Service (where applicable). This applies to Public sector workers only. <input type="checkbox"/></p> |
| <p>5. Means of Identification. This could be any of the following stated below): <input type="checkbox"/></p> <ul style="list-style-type: none"> I. Bio data page of current international passport; II. Official/Company Identification card III. Driver's License; and IV. Permanent Voter's card | <p>11. Additional documents to be provided by Federal Government/IPPIS funded workers: <input type="checkbox"/></p> <ul style="list-style-type: none"> I. Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable). II. Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable). III. Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable). IV. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2013 (where applicable). V. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2016 (where applicable). VI. 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). |
| <p>6. National Identity Card or Enrolment Slip. <input type="checkbox"/>
This issued by the National Identity Management Commission indicating the National Identity Number (NIN).</p> | |
| <p>7. Authenticated Bank Verification Number (BVN). This should be clearly written on the data recapture form. <input type="checkbox"/></p> | |