

RSA HOLDER'S DATA RECAPTURE EXERCISE

INSTRUCTIONS/GUIDE FOR FILLING DATA RECAPTURE FORM

IMPORTANT!!! Read these instructions/guide before you start filling the form.

NOTE: The information that you will provide must be **correct** and **accurate** because it will be used for the following purposes:

1. To harmonize your records with National Identity Management Commission (NIMC) as required by law.
2. To address and resolve the issues of multiple registrations in order to prevent delays when you retire or when you are entitled to receive some payments.
3. To resolve the issues of zero RSA balance and under-remittances i.e. amount remitted monthly is less than amount deducted from salary.
4. To resolve the issue of quarterly statement delivery by obtaining correct addresses and states of posting.
5. To harmonize your data with IPPIS in order to ensure that your **monthly remittances are computed accurately and remitted on time.**
6. To ensure that your phone number and email address are correct to enable us to keep you updated via SMS and Email. And also to be able to contact you whenever the need arises.

Please **READ** and **FOLLOW** these instructions carefully.

1. This form must be filled by the individual himself except if he is physically challenged.
2. The Information that you will provide must be **accurate** and **correct**.
3. All fields marked * are mandatory and the information must be current and correct.
4. All fields marked ** are conditionally mandatory i.e. they are subject to the information you provided in some mandatory fields.
5. Use a clear pen (biro) with blue or black ink to fill the form.
6. Use CAPITAL LETTERS only.
7. Write one letter (character) per box and leave one box as space between words. E.g.

P	O	L	I	C	E		H	E	A	D		Q	U	A	R	T	E	R	S
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8. **Date of Birth (DoB) and Date of Current Appointment (DoCA) are mandatory and must be filled in correctly and accompanied by supporting documents. Please note that these records would not be changed once submitted to PenCom. Therefore you are expected to make sure the information provided are correct.**
9. NIN and BVN are mandatory, kindly provide them.
10. IPPIS number is mandatory and must be provided.
11. Addresses and phone numbers must be current, complete and accurate.
12. Next-of-kin (NOK) details must be provided and supported with a passport photograph of the NOK.
13. The following supporting documents must be provided in hard copies:
 - a. Letter of First Appointment or Attestation Letter (in the case of Police Personnel)
 - b. Transfer and Acceptance of Service (where applicable)
 - c. Birth Certificate or Declaration of Age
 - d. Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable)

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- e. Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable)
 - f. Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable)
 - g. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2013 (where applicable)
 - h. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2016 (where applicable)
 - i. Promotion Letter and Pay Slip indicating current Grade Level and Step (where applicable)
 - j. Employer's Staff Identity Card
 - k. Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN).
 - l. National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN)
 - m. Authenticated Bank Verification Number (BVN), card or any other document indicating the individual's BVN. (BVN can be crosschecked using the appropriate service provider's authentication code e.g. *565*0# for MTN).
14. Completed Form and all supporting documents must be returned to the PDO inside a sealed envelope with full names, mobile (GSM) phone number and PIN written on the envelope.
15. If you have more than 5 multiple PINs kindly request for multiple registration form from your PDO and list the additional PINs.
16. Passport photographs must comply with the following specifications:
- a. Full frontal 24 bit colour images - all facial features from bottom of the chin to top of the forehead (including both edges of the applicant's face) must be clearly shown.
 - b. Well focused eye /nose /mouth /forehead / chin region
 - c. Capture tribal marks
 - d. Expression shall be:
 - i. Neutral face expression
 - ii. Mouth closed
 - iii. Eyes open
 - iv. Picture illumination shall be:
 - Bright and equally distributed
 - No shadows
 - No eye glasses
 - e. Passport Photograph must be taken with a white background
17. Your full names must be written behind the passport photograph before you attach it to the form. Same thing applies to the passport photograph of your NOK
18. If you have been transferred to NPF Pensions and have received your Transfer Certificate (Welcome Letter) kindly fill your PFA Name as NPF Pensions and also attach a copy of the welcome certificate as part of the supporting documents. Also attach the welcome letter of your previous PFA.
19. All dates must be filled in the form DD-MMM-YYYY e.g. 01-JAN-2018