

Guidance with respect to details on the published list of uncredited contributions domiciled in TCF:

- 1) Log on to NLPC Pensions website
- 2) Click on the icon with the narration uncredited contributions in TCF
- 3) Click on the search button
- 4) Search using your surname
- 5) If you have remittances in the TCF Fund on our website based on the search with your surname; kindly follow the steps below;

If you have an existing RSA PIN with another Pension Fund Administrator as an **Employee**;

- i. Provide a copy of your welcome letter (obtained from your Pension Fund Administrator)
- ii. Provide a copy of your employment letter and a valid means of identification. However, where the **Employee** is registered with NLPC Pensions,
 - i. provide the valid RSA PIN for review/ confirmation.

If you do not have an existing RSA PIN as an **Employee**;

- i. Visit the Pension Fund Administrator of your choice to open a Retirement Savings Account.
- ii. After registration, provide a copy of the welcome letter obtained from the PFA and give same to your Employer to guide subsequent remittances.
- iii. Provide a copy of your employment letter.

Employers

For Employers with employees that already have Retirement Savings account with any Pension Fund Administrator (PFA):

- Contact the identified employees to provide the welcome letter obtained from their Pension Fund Administrator(s)

For Employers whose employees are yet to register with any Pension Fund Administrator (PFA):

- ii. Contact the identified employees to approach any PFA of their choice to register for the opening of an RSA and revert with a copy of the welcome letter obtained from their PFAs.
- iii. Provide the welcome letter confirming the correct RSA details and relevant PFA of the employees

Note: The Retirement Savings Account (RSA PIN) to be credited must be recaptured, if opened before July 2019.