BIODATA RECAPTURE OF REGISTERED CONTRIBUTORS ON THE CONTRIBUTOR REGISTRATION SYSTEM

This is to bring to your notice that the National Pension Commission (PENCOM), through their circular dated 22 June 2018, has mandated all Pension Fund Administrators (PFAs) to embark on Biodata/Biometrics Recapturing Exercise, effective: 1st August, 2018.

The main objectives of the Data Recapture Exercise are:

1. 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.
2. To enable PFAs capture the 10 fingerprints of their RSA holders and their National Identity Number (NIN) in compliance with NIMC's minimum biodata and other biometric requirements and the use of NIN as a unique identifier for all Nigerians.
3. Enable the identification and elimination of multiple registrations from the RSA Registration Database and guaranty the implementation of the minimum standard requirement by PFAs as prescribed by the Commission for the registration of contributors in the pension industry.

To enhance effective implementation of this exercise, particularly in view of the dateline, we have made provision for you to DO IT YOURSELF (DIY), through the self-service Recapture module on our website: **www.nlpcpfa.com**.

Please follow the guide below on how to make use of the portal:

STEP BY STEP GUIDE ON HOW TO USE THE SELF SERVICE RECAPTURE MODULE

STEP 1 – LOG ON TO YOUR ACCOUNT VIA:
https://eps.nlpcpfa.com:8443/account/login?ReturnUrl=%2fep . (Contact: customercare@nlpcpfa.com or call: 01-9049900 for password reset, if you have forgotten your log-in details).

STEP 2 - ON LOGGING INTO YOUR ACCOUNT, CLICK ON RECAPTURE EXERCISE

STEP 3 - CLICK ON RECAPTURE

STEP 4 - UPDATE PERSONAL DATA

STEP 5 - UPDATE EMPLOYER

STEP 6 - UPDATE SALARY STRUTURE (IF APPLICABLE)

STEP 7 - UPDATE NEXT OF KIN (IF APPLICABLE)

STEP 8 - CLICK ON DOCUMENTATION TO UPLOAD: BIRTH CERTIFICATE OR DECLARATION OF AGE, LETTER OF FIRST APPOINTMENT, NATIONAL I.D CARD, NEXT OF KIN CONSENT FORM (WHERE APPLICABLE), PASSPORT, SIGNATURE, ETC.

STEP 9 - CHECK THE BOX TO CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT

STEP 10 - CLICK ON SEND FOR VERIFICATION AND A MESSAGE: SAYING RECORDS SUMITTED SUCCESSFULLY, WILL DISPLAYED

You are also expected to upload the under listed documents, as appropriate, for the same purpose:

DOCUMENTS REQUIRED FOR FEDERAL GOVERNMENT TREASURY FUNDED MDAS:

PFAs shall obtain and keep one (1) recent coloured passport sized (4" x 4") photograph taken against a white background with the contributor's name written at the back, as well as hard or electronic copies, where Data Management System (DMS) is deployed, the following relevant documents after sighting their originals:

i) Letter of First Appointment or Attestation Letter (in the case of Police Personnel)
ii) Transfer and Acceptance of Service (where applicable)
iii) Birth Certificate or Declaration of Age
iv) Staff Identity Card or any one of the following:
   a) National Driver's License;
   b) Permanent Voter's Card; or
   c) International Passport.
v) Staff file No.

vi) National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN).

vii) Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication. (The PFA Official should view the BVN notified to the individual using the appropriate service provider's authentication code e.g. *565*0# for MTN).

viii) Other additional documentation as may be deemed necessary by the PFA.

Documents to be obtained and forwarded to the Commission (CBRD) include:

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).

vii) Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing employee's name and RSA PIN).

DOCUMENTS REQUIRED For Non-Treasury Funded Federal and State Government MDAs and the Private Sector:

PFAs shall obtain and keep one (1) recent coloured passport sized (4" x 4") photograph taken against a white background with the contributor's

name written at the back, as well as photocopies or electronic copies, where DMS is deployed, the following relevant documents after sighting their original copies.

i)   Staff Identity Card or any one of the following:
   a) National Driver's License;
   b) Permanent Voter's Card; or
   c) International Passport.

ii)   Letter of First Appointment (in the case of Public Sector employees)

iii)   Letter of Employment or Letter of Appointment (in the case of Private Sector employees)

iv)   Birth Certificate or Declaration of Age

v)   National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN)

vi)   Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication. (The PFA Official should view the BVN notified to the individual using the appropriate service provider's authentication code e.g. *565*0# for MTN).

vii)   Other additional documentation as may be deemed necessary by the PFA.

viii)   Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN).

vii)   Letter of First Appointment (in the case of Public Sector employees)

viii)   Letter of Employment or Letter of Appointment (in the case of Private Sector employees)

ix)   Birth Certificate or Declaration of Age

x)   National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN)

xi)   Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication. (The PFA Official should view the BVN

notified to the individual using the appropriate service provider's authentication code e.g. *565*0# for MTN).

ix) Other additional documentation as may be deemed necessary by the PFA.

x) Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN).

For further clarifications, call **01-9049900** or send an email to: **customercare@nlpcpfa.com**