



2930

Special Release

30 July, 2012

ENROLMENT OF FEDERAL GOVERNMENT EMPLOYEES SCHEDULED FOR RETIREMENT BETWEEN JANUARY AND DECEMBER, 2013 UNDER THE CONTRIBUTORY PENSION SCHEME

This is to inform the University community that the National Pension Commission is organizing an enrolment exercise for employees in the service of the Federal Government that are **due to retire between January and December, 2013** by virtue of attaining the age of 60/65 years or 35 years in service (whichever is earlier) as well as employees who have already retired but are yet to be enrolled by the Commission.

The enrolment exercise is in line with the provisions of section 12 of the Pension Reform Act 2004 and part of the implementation process of the issuance of Federal Government Retirement Bond.

Affected employees would be physically enrolled and are expected to come along with the original of the under listed documents for sighting while photocopies of same would be submitted during the exercise:

- (i) Original and photocopy of Letter of Appointment
- (ii) Original and photocopy of Birth Certificate or Declaration of Age
- (iii) Original and photocopy of Promotion Letter and Pay Slip indicating grade level and step as at 30 June 2004
- (iv) Letter from the Ministry, Department and Agency signifying retirement and first appointment dates; and grade level and step as at 30 June, 2004 as well as the current grade level and step;
- (v) Letter of indemnity in case of voluntary retirement stating the amount paid as pension and or gratuity if any;
- (vi) Authenticated past records of service;
- (vii) Pay Slip indicating grade level and Step;
- (viii) Current Pay Slip indicating level and Step; and
- (ix) Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN)

It is important to emphasize that only employees who are enrolled would be issued with the Federal Government Retirement Bond which will be liquidated and paid into Retirement Savings Account on retirement. Please note that employee whose name does not appear on the list submitted by his/her organization would not be enrolled.

The Pension Desk Officers (DPOs) from the University of Ibadan would be required to authenticate the documents and endorse the retirement registration forms of each potential retiree from his/her MDA at the designated centre during the period of enrolment

Please note that medically unfit employees are exempted from the physical enrolment. However, the PDOs are advised to come along with all the documents listed above as well as a letter from Medical Board of the MDA that the employee is medically unfit to attend the exercise.

The exercise is scheduled to hold as follows:

Date - 07 and 08 August, 2012

Venue – Main Hall of Conference Centre, The Polytechnic Ibadan

Thank you.

O.I. Olukoya, MNIM, FPA

Registrar

SECURITY TELEPHONE NUMBERS: IN EMERGENCY SITUATIONS

Main Office	Main Gate	Second Gate	The Polytechnic, Ibadan Gate
08033889854	08033909739	08060420982	08030667385
08051865795	08051865781	08077468750	08077468746
08083172857	08083172912	08083172914	08083172913

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