

# REGULATIONS FOR THE ADMINISTRATION OF RETIREMENT AND TERMINAL BENEFITS

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# REGULATIONS FOR THE ADMINISTRATION OF RETIREMENT AND TERMINAL BENEFITS

## 1.0 INTRODUCTION

### 1.1 Objective and Coverage

1.1.1 These regulations, which are considered the applicable minimum, have been put in place for the purpose of establishing uniform set of rules of general application, procedures, regulations and standards in relation to the application of the relevant sections of the Pension Reform Act 2004 (PRA) by pension fund operators in the administration of retirement and terminal benefits under the contributory pension scheme (the Scheme).

1.1.2 They provide the basic framework for administering specific issues regarding retirements, death and missing persons. They also provide framework for notification and documentation, consolidation and payment of benefits as well as programmed withdrawal modalities.

1.1.3 The regulations shall cover employees retiring from the Public Service of the Federation, the Federal Capital Territory, the Private Sector, as well as States and Local Governments that have adopted the Contributory Pension Scheme.

## 1.2 Rules of General Application

- 1.2.1 An employee may access his/her RSA when he/she ceases to make further contributions into the RSA as a result of mandatory retirement, compulsory retirement, retirement on medical grounds, and death.
- 1.2.2 Mandatory retirement shall be when an employee disengages from active service at the retirement age or completion of the length of service based on the terms of his/her employment, after attaining the age of 50 years.
- 1.2.3 Compulsory retirement shall be when an employee disengages from active service in accordance with the terms and conditions of service, before attaining the age of 50 years.
- 1.2.4 Retirement on medical grounds shall be when an employee disengages from active service
- a. based on the advice of a suitably qualified physician or medical board certifying that the employee is no longer mentally or physically capable of carrying out the functions of his/her office.
  - b. Due to total or permanent disability either of mind or body.
- 1.2.5 An RSA holder shall, within six (6) months to his/her mandatory or compulsory retirement, notify the PFA of the impending retirement.
- 1.2.6 The retiring employee may opt to move his/her RSA to another PFA, at the point of retirement, for the purpose of commencing

programmed withdrawal without any liability, as well as after retirement in line with the regulations for transfers. The transferring PFA shall update the RSA before such transfer.

1.2.7 The Commission shall provide to the PFAs, the methodology/model and other necessary details such as, the mortality tables, assumed rate of returns and applicable commission/fees chargeable, for computing the pension payments under programmed withdrawals, which may be reviewed periodically.

1.2.8 A PFA shall advise a retiring employee of the features of its programmed withdrawal products, including the rates of return, and shall also advise the employee to obtain quotations from insurance companies on annuity products.

1.2.9 A PFA shall not impose any option on the retiring employee or coerce or influence the choice of the employee between programmed withdrawal and annuity.

1.2.10 Necessary information on annuities shall be displayed on the websites of the National Pension Commission and life insurance companies for on-line access by retiring employees.

1.2.11 The PFA shall not offer annuity products either solely or jointly with an insurance company, directly or indirectly.

1.2.12 A retiree shall receive periodic payments from his/her RSA either on a monthly or quarterly basis.

## 2.0 REGULATIONS FOR PROCESSING OF RETIREMENT BENEFITS

### 2.1 Notification and Documentation under Mandatory Retirement

2.1.1 All arrangements preparatory to the retirement of the RSA holder, as outlined in Sections 2.1, 4.1 and 5.1 of these regulations, shall be made and concluded within a period of six (6) months prior to the date of retirement.

2.1.2 The PFA shall, along with the notification in 1.2.5 above, request the RSA holder to provide the official notice of retirement from his/her employer, not later than three (3) months to the expected date of retirement and his/her last pay slip or any other evidence of total annual remuneration, as well as the evidence of any accrued pension rights/acknowledgement of indebtedness (for an employee in the private sector).

2.1.3 Pursuant to 2.1.2 above, the PFA shall sight the original of the notice of retirement and pay slip or evidence of total annual remuneration and shall retain photocopies.

2.1.4 During the six-month preparation period, the PFA shall advise the retiring employee on the various modes of withdrawal from his/her RSA upon retirement.

2.1.5 The PFA shall notify the Commission of the impending retirement of the RSA holder by completing a Standard Notice of Retirement

which shall contain minimum information as in Appendix 1 to this regulation.

2.1.6 Where the RSA holder is an employee in the public sector, the PFA shall forward to the Commission, the Certified True Copy of the Retirement Bond Certificate for the process of redemption, in line with the regulations for the redemption of the Federal Government Retirement Bonds.

## 2.2 Notification and Documentation under retirement on Medical Grounds

2.2.1 Any employee retiring as a result of mental or physical incapability or total or permanent disability of mind or body shall be deemed to be retiring on medical grounds.

2.2.2 Pursuant to 2.2.1 above, the PFA shall request an employee retiring on medical grounds, or his/her representative or employer, to provide the original copies of following documents:

- i) a medical certificate issued by a properly constituted Medical Board or a suitably qualified physician; (The Commission shall advise operators in this regard after due consultation with the Medical Association of Nigeria).
- ii) the letter of notification of retirement issued by his/her employer also authenticating the medical certificate; and
- iii) pay slip or evidence of total annual remuneration.
- iv) Evidence of any accrued pension rights/acknowledgement of indebtedness (if an employee in the private sector).

2.2.3 Upon receipt of the documents in 2.2.2 above, the PFA shall sight the original documents and retain copies for its records.

2.2.4 The PFA shall notify the Commission of the retiring employee by completing a Standard Notice of Retirement (Appendix 1).

2.2.5 In addition to 2.2.4 above, the PFA shall forward to the Commission, the Certified True Copy of the Retirement Bond Certificate for the process of redemption, in line with the regulations for the redemption of the Federal Government Retirement Bonds.

2.2.6 Any employee who retires on medical grounds may obtain a re-certification of his/her fitness after a period of two years from the earlier medical certification.

2.2.7 Pursuant to 2.2.6 above, the retiree may re-enter the Scheme if he/she obtains a medical certification of fitness from a properly constituted Medical Board or a suitably qualified physician and upon securing an employment. Such re-entry automatically ends the withdrawal option and empowers the employee to resume contributions into the RSA.

### 2.3 Notification and Documentation under Compulsory Retirement in Accordance with Terms and Conditions of Employment

2.3.1 The PFA shall request an employee retiring before the age of 50 years in accordance with the terms and conditions of his/her

employment, to provide the original copies of following documents:

- i) A letter of notification of retirement issued by his/her employer;
- ii) A document confirming that the retirement is in accordance with terms and conditions of his/her employment
- iii) Pay slip or evidence of total annual remuneration.
- iv) Evidence of any accrued pension rights/acknowledgement of indebtedness (if an employee in the private sector), as well as any outstanding pension contribution.

2.3.2 Upon receipt of the documents in 2.3.1 above, the PFA shall sight the original documents and retain copies for its records.

2.3.3 The PFA shall take necessary steps to verify the genuineness of the documents submitted in 2.3.1.

2.3.4 Upon satisfactory verification, the PFA shall notify the Commission of the retiring employee by completing a Standard Notice of Retirement (Appendix 1).

2.3.5 In addition to 2.3.4 above, the PFA shall forward to the Commission, the Certified True Copy of the Retirement Bond Certificate for the process of redemption, in line with the regulations for the redemption of the Federal Government Retirement Bonds.

**2.3.6 Any employee who retires in accordance with the terms and conditions of his/her employment before attaining the age of**

**50 years, shall have full access to his/her RSA in accordance with the procedures set out in Section 4.0 and 5.1 of these regulations.**

**2.3.7 Such retiree in 2.3.6 may on request, withdraw a lump sum amount up to 25% of the balance on his/her RSA and upon attaining the age of 50 years, may access the balance standing to the credit of his/her RSA in accordance with the procedures set out in Section 4.0 and 5.1 of these regulations.**

**2.3.8 If the retiree in 2.3.6 and 2.3.7 secures another employment before he/she attains the age of 50 years, he/she may resume contribution into his/her RSA.**

### 3.0 REGULATIONS FOR PROCESSING DEATH BENEFITS

#### 3.1 Notification and Documentation of Death

3.1.1 The employer or Next-of-Kin or the representative of the deceased shall notify the PFA of the death of the employee/retiree.

3.1.2 The Next-of-Kin shall provide a satisfactory means of identification such as current International Traveling Passport, National Identity Card or letter of confirmation of identity from his/her bank or a Notary Public.

3.1.3 The PFA shall confirm the identity of the Next-of-Kin with the information on its database.

3.1.4 A Next-of-Kin who cannot provide any of the means of identification stated in 3.1.2 above, shall be identified by a 3<sup>rd</sup> party, who in addition to providing any of the satisfactory means of identification stated in 3.1.2, shall provide a letter of confirmation of identity of the Claimant from a Notary Public.

3.1.5 If the PFA is satisfied with the identity of the next of kin, the PFA shall demand a combination of item (i) and any of items (ii) – (vii) below, which shall serve as adequate evidence of death of the employee/retiree, while item (viii) is optional:

- i) Letter of Administration or Will admitted to Probate;
- ii) Certificate of Death/Cause of Death;
- iii) Certificate of Registration of Death;
- iv) Police Report (if death is by accident);

- v) Burial Warrant issued by a Local Government Council;
- vi) Evidence of Death/Burial issued by an Islamic Community Head or Judge of a Sharia Court.
- vii) Evidence of Death/Burial issued by a Leader of a registered church.
- viii) Copy of obituary poster (if any)

3.1.6 The PFA shall confirm the validity of the Letter of Administration or Will admitted to Probate and sight the originals of other documents in 3.1.5 above.

3.1.7 The PFA shall notify the Commission of the death of the employee/retiree by sending an electronic Death/Missing Persons Notification Report (which shall contain minimum information as in Appendix 2) within 48 hours of receipt of the notification.

3.1.8 In addition to the Death/Missing Persons Notification Report, the PFA shall forward to the Commission, the Certified True Copy of the Retirement Bond Certificate for the process of redemption, in line with the regulations for the redemption of the Federal Government Retirement Bonds.

3.1.9 Upon satisfactory evaluation of the Death/Missing persons Notification Report, the Commission shall process and advise the Central Bank of Nigeria to remit the proceeds of the Retirement Bond into the deceased's RSA.

### 3.20 Notification and Documentation of Missing Persons

3.2.1 The employer and/or Next-of-Kin shall notify the PFA of the disappearance of the employee/retiree.

3.2.2 Such notification as in 3.2.1 above shall be after a minimum period of 12 months following the disappearance of the missing person.

3.2.3 The PFA shall confirm the identity of the Next-of-Kin with the information on its database.

3.2.4 The Next-of-Kin shall provide a satisfactory means of identification such as current International Traveling Passport, National Identity Card or letter of confirmation of identity from his/her bank or Notary Public.

3.2.5 A Next-of-Kin who cannot provide any of the means of identification stated in 3.2.4 above, shall be identified by a 3<sup>rd</sup> party, who in addition to providing any of the satisfactory means of identification stated in 3.2.4, shall provide a letter of confirmation of identity of the claimant from a Notary Public.

3.2.6 If the PFA is satisfied with the identity of the next of kin, the PFA shall demand items (i) and (ii) and, if available, item (iii) of the list below, which shall serve as adequate evidence that the employee/retiree is missing:

- i) A Police Report confirming that the person has been missing with effect from the reported date, the circumstance

of the disappearance and that the person has not been found after 12 months.

- ii) Letter of confirmation of disappearance from the employer (if in active employment at the time of disappearance) also bearing the passport photograph of the missing person.
- iii) Newspaper publication announcing the disappearance of the person.

3.2.7 The PFA shall confirm the validity of the documents stated in 3.2.6 above.

3.2.8 The PFA shall notify the Commission of the disappearance of the employee/retiree by sending a Death/Missing Persons Notification Report (as contained in Appendix 2), within 48 hours of receipt of the notification, seeking the decision of the Board of Inquiry on Missing Persons, constituted by the Commission.

3.2.9 In addition to the Death/Missing Persons Notification Report, the PFA shall forward copies of the documents in 3.2.6 above to the Commission.

3.2.10 The Board of Inquiry shall examine the documents and the facts of the case and shall convey its findings and conclusions to the Commission within 30 working days of receipt of the notification from the Commission.

- 3.2.11 The Commission shall convey the decision of the Board of Inquiry to the PFA and employer within 48 hours of its receipt of the report of the Board of Inquiry.
- 3.2.12 Where the decision of the Board of Inquiry reasonably presumes the missing person dead, the PFA shall give a copy of the report of the Board of Inquiry to the Next-of-Kin and request him/her to submit a Letter of Administration or Will admitted to Probate.
- 3.2.13 The PFA shall forward to the Commission the following information on the missing person now presumed dead, within 48 hours of receipt of the decision of the Board of Inquiry:
- i) Accumulated contributions to date.
  - ii) Date of Retirement (if a retiree).
  - iii) Balance of retirement benefits under programmed withdrawal, if any (if a retiree).
  - iv) Status of retirement bond (if an active public sector employee).
  - v) Status and evidence of any “accrued benefits” (if an active private sector employee).
  - vi) Status of life insurance policy (if an active employee).
- 3.2.14 In addition to 3.2.13 above, the PFA shall forward to the Commission, the Certified True Copy of the Retirement Bond Certificate for the process of redemption, in line with the regulations for the redemption of the Federal Government Retirement Bonds.
- 3.2.15 Where the decision of the Board of Inquiry does not reasonably presume the missing person dead, the Board shall advise on

further lines of action, based on the circumstance, which the PFA shall convey to the Next – of – Kin in addition to a copy of the report of the Board of Inquiry.

## 4.0 REGULATIONS FOR CONSOLIDATION OF BENEFITS

### 4.1 Consolidation of Benefits under Retirement

4.1.1 In consolidating benefits under this section, the PFA shall take the following necessary steps, in liaison with other relevant parties, to ensure that all the entitlements of a retiree or deceased person are credited to his/her RSA for the purpose of determining the final balance on RSA before withdrawal of retirement or terminal benefits.

4.1.2 The Commission shall confirm the information contained in the Standard Notice of Retirement with the registration database and where appropriate, commence the process of redemption, in line with the regulations for the Redemption of the Federal Government Retirement Bonds.

4.1.3 Pursuant to 4.1.2 above, the Commission shall advise the Central Bank of Nigeria to redeem and remit the proceeds of the Retirement Bond to the RSA within a period of not more than seven (7) working days of obtaining the information in 2.1.5 and 2.1.6 above.

4.1.4 Where there are outstanding contributions and/or accrued benefits, the PFA shall request the employer to pay same to the RSA, not later than seven (7) days in case of a loss of job/resignation, or two (2) months to the expected date of

retirement, in case of mandatory or compulsory retirement as well as retirement on medical grounds.

4.1.5 Where the employer fails to remit the outstanding pension contributions and/or accrued benefits within the stipulated timeline as in 4.1.4 above, the PFA shall notify the Commission in writing, within a period of not more than 7 working days from the date of default.

4.1.6 Pursuant to 4.1.5 above, the Commission shall require the employer to comply within a period not exceeding 7 days, failing which it shall administer appropriate sanctions.

4.1.7 The PFA shall receive the proceeds arising from 4.1.3, 4.1.4 and/or 4.1.6 above, and convert same into accounting units at the date of receipt.

4.1.8 The consolidated balance shall comprise of balance standing to the credit of the RSA and the proceeds as in 4.1.7 above.

## 4.2 Consolidation of Benefits under Death

4.2.1 Once a Notification of death of an employee or retiree has been received by the PFA as in 3.1.1 and 3.2.12 above, it shall deactivate the RSA of the deceased person to facilitate the determination and updating of all applicable benefits.

4.2.2 The benefits of a deceased employee who died in active service shall include the proceeds of life insurance policy, accumulated

contributions and accrued pension benefits (plus income thereon), as represented by any proceeds of the Retirement Bond, for a retiree in the public sector, or acknowledgement of indebtedness, for a retiree in the private sector.

4.2.3 The PFA shall, within 48 hours of notification of the death of the employee, notify the employer and request that any outstanding pension contributions of the deceased employee be remitted into his/her RSA. Such remittance must be within 30 days of the PFA's notification to the employer.

4.2.4 Where the deceased employee in the private sector is entitled to any accrued pension rights, for which there is any outstanding Acknowledgement of Debt issued by the employer, the PFA shall, within 48 hours of notification of the death of the employee, liaise with the employer, to ensure that such outstanding indebtedness is redeemed and credited to the RSA of the deceased employee, within 30 days of the PFA's notification to the employer.

4.2.5 Where the deceased employee died while in active service, the PFA shall, within 48 hours of notification of the death of the employee, request the employer to process and ensure that the proceeds of the life insurance policy are remitted to the RSA of the deceased employee, within 30 days of the PFA's notification to the employer.

4.2.6 Where the employer fails to remit the outstanding pension contributions as in 4.2.3, or redeem the outstanding

Acknowledgement of Debt as in 4.2.4, or cause the proceeds of the life insurance policy to be remitted as in 4.2.5 within the prescribed 30 days period, the PFA shall notify the Commission in writing, within a period of not more than 7 working days from the date of default.

4.2.7 Pursuant to 4.2.6 and in respect of 4.2.3 and 4.2.4 above, the Commission shall require the employer to comply within a period not exceeding 7 working days, failing which it shall administer appropriate sanctions.

4.2.8 Pursuant to 4.2.6 and in respect of 4.2.5 above, the Commission shall notify the National Insurance Commission of the non-compliance of the insurance company.

4.2.9 Where the deceased is an employee in the public sector, the Commission shall advise the Central Bank of Nigeria to redeem and remit the proceeds of the Retirement Bond to the RSA within a period of not more than seven (7) working days.

4.2.10 Where the Retirement Bond in 4.2.9 above has not been issued, the PFA shall liaise with the Commission, to ensure that such accrued pension rights are credited to the deceased RSA.

4.2.11 Where the deceased employee who died while in active employment is yet to be issued with a retirement Bond, the PFA shall provide the Commission with the following information pursuant to 4.2.10 above,:

- i) Name
- ii) Gender
- iii) Date of Birth
- iv) Date of First Appointment
- v) Designation
- vi) Name of Employer/Employer Code.
- vii) Grade Level and Step as at 30<sup>th</sup> June 2004

4.2.12 For such retirement bonds yet to be issued, the Commission shall advise the Central Bank of Nigeria to redeem and remit the proceeds of the Retirement Bond to the RSA of the deceased within a period of not more than seven (7) working days of obtaining the information in 4.2.11 above.

4.2.13 The PFA shall receive the proceeds resulting from 4.2.3, 4.2.4 and 4.2.5 above, where applicable, into the RSA of the deceased and shall convert them into accounting units at the ruling unit value as at the date of receipt.

4.2.14 The consolidated benefit of the deceased as specified in 4.2.2 above shall, therefore, be the sum of the balance on the RSA as in 4.2.13 above and the lump sum amounts received as in 4.2.9 or 4.2.12 above, as the case may be.

4.2.15 In the case of a deceased retiree, the consolidated balance shall be the outstanding balance on the RSA.

## 5.0 REGULATIONS FOR PAYMENT OF BENEFITS

### 5.1 Programmed Withdrawals

5.1.1 Following the processes outlined in Sections 2.0 and 4.0 of these regulations, if the retiree opts for programmed withdrawals, the PFA shall determine the amount of periodic withdrawals to be made from the retiree's RSA in line with the regulations on the Computation of Programmed Withdrawals issued by the Commission.

5.1.2 The PFA shall notify the Commission by sending information relating to the retiree (as contained in Appendix 4) and shall request the Commission's approval of programmed withdrawal arrangements.

5.1.3 The Commission would within five (5) working days of receipt of the notification, communicate its approval or rejection to the PFA and shall transfer the retiree's RSA to the retirees' database.

5.1.4 Upon receipt of the Commission's approval, the PFA and the retiree shall jointly execute the Programmed Withdrawal Agreement, stating the terms and conditions of the programmed withdrawal as contained in Appendix 4.

5.1.5 Where the retiree opts for lump sum withdrawal as approved in 5.1.4 above, the PFA shall issue a payment instruction to its PFC to effect the payment. The payment shall be made to the retiree's designated bank account.

- 5.1.6 The PFA shall issue a Retiree Standing Payment Order to its PFC in respect of the programmed withdrawals. The PFA shall re-issue the payment order every 12 months.
- 5.1.7 The Retiree Standing Payment Order (Appendix 6) shall contain the following information:
- i) Name of retiree
  - ii) RSA number
  - iii) Value of periodic payments
  - iv) Periodicity of the payments
  - v) Name and address of retiree's bank
  - vi) Retiree's bank account number
  - vii) Commencement date of payment
- 5.1.8 The PFC shall effect the respective payments as and when due and shall advise the PFA accordingly.
- 5.1.9 The PFC shall render the monthly Pension Payment Returns by PFCs (Appendix 5), to the Commission on all pension payments made. The returns, which shall be rendered in respect of each PFA, shall contain the following minimum information:
- i) Name of retiree
  - ii) RSA number
  - iii) Relevant month
  - iv) Amount paid
  - v) Receiving bank name and account number
- 5.1.10 The PFA shall continue to issue quarterly statements to the retiree in respect of his/her RSA.

5.1.11 Notwithstanding 5.1.4 above, a retiree in the private sector may access any sums of money generated by his/her accrued pension rights determined or contributed before the commencement of the Act, based on the terms of the contract of employment prior to the commencement of the Act.

### Payments under Compulsory Retirement

5.2.1 Any employee who retires in accordance with the terms and conditions of his/her employment before attaining the age of 50 years, shall have full access to his/her RSA **in accordance with the procedures set out in Section 4.0 and 5.1 of these regulations.**

5.2.2 Such an employee who retires in accordance with the terms and conditions of his/her employment before attaining the age of 50 years, may, on request, withdraw a lump sum amount of not more than 25% of the amount standing to the credit of his/her RSA.

5.2.3 Following the payment of the lump sum amount specified in 5.2.2 above, the individual can only access the balance on his/her RSA after attaining the age of 50 years, in line with the procedures set out in Sections 4.0 and 5.0 of these regulations.

5.2.4 An employee who resigns his/her employment after attaining the age of 50 years may access the balance on the RSA when he/she attains the contractual retirement age of the last employer in line with the procedures set out in 4.0 and 5.1 of these regulations.

5.2.5 The provisions of 5.2.1 to 5.2.4 of these regulations notwithstanding, where an employee in the public service loses his/her job at the employer's instance, before the maturity date of the Federal Government Retirement Bond issued to him/her, the bond shall be redeemed into his/her RSA at the time of loss of job.

## 5.2 Payment of Death Benefits

5.3.1 The PFA shall receive and vet all the documents stated in 3.1.5 and 3.2.6 above. The documents shall be vetted by a duly designated top management staff of the PFA.

5.3.2 The PFA shall retain copies of the documents above after sighting the originals.

5.3.3 The PFA shall confirm the Letter of Administration or Will admitted to Probate with the issuing authority by requesting for a Certified True Copy from the Probate Registry.

5.3.4 Where the Executor/Administrator differs from the Next-of-Kin, the PFA shall, after confirmation of the Letter of Administration or Will admitted to Probate, update its database with information on the confirmed Executor/Administrator.

5.3.5 Pursuant to 5.3.4 above, the PFA shall, not later than 24 hours after confirmation of the Letter of Administration or Will admitted to Probate, inform the Commission of the confirmed executor/administrator and the consolidated value on the RSA of

the deceased, including the designated bank account of the Executor/Administrator.

5.3.6 The PFA shall, not later than 48 hours after confirmation of the Letter of Administration or Will admitted to Probate, request the Commission's approval or rejection, in writing, for the payment of the consolidated amount (where the deceased employee died in active service) or the balance of retirement benefits in the RSA of a deceased retiree, to the Executor/Administrator.

5.3.7 The Commission would, not later than 48 hours after the receipt of request for approval or rejection as in 5.3.6 above, communicate, in writing, to the PFA, the approval or rejection of the request.

5.3.8 Upon the receipt of the Commission's approval, the PFA shall request its PFC to disburse the consolidated amount, or balance of retirement benefit, en-bloc, to a designated bank account of the Executor/Administrator, not later than 7 days from the date of the PFA's instruction.

5.3.9 Notwithstanding 5.3.8 above, the PFA may request the PFC to disburse the balance on the RSA and or proceeds of life insurance policy en-bloc, to a designated bank account of the Executor/Administrator, pending the receipt of the proceeds of the retirement bond/accrued rights and vice versa.

5.3.10 The PFC shall notify the PFA and the Commission of the payment within 24 hours of disbursement.

5.3.11 The PFA, upon receipt of the PFC's notice, shall in writing, inform the Executor/Administrator of the payment within 48 hours of the payment.

5.3.12 The PFA shall render monthly Death Benefit Payment Returns (Appendix 3) to the Commission stating the following details:

- i) Name of deceased employee/retiree
- ii) Gender
- iii) Date of Birth
- iv) Marital Status
- v) Date of Death
- vi) Last employer/Code
- vii) Amount paid
- viii) Particulars of Executors/Administrators and/or Next of Kin where applicable.

### 5.3 Payment of Benefits in Respect of Approved Existing Schemes

5.3.1 Notwithstanding the provisions of these regulations, a CPFA shall continue to pay retirement and death benefits under the terms and conditions provided by the Trust Deed and in line with internal rules and regulations guiding the closed pension scheme.

5.3.2 Where the retiree/deceased was a member of an approved existing scheme, a PFA shall pay the retirement/death benefits under the terms and conditions provided by the Trust Deed and in

line with internal rules and regulations for the approved existing scheme.

5.3.3 Pursuant to 5.4.1 and 5.4.2 above, the CPFA or PFA shall render monthly Death Benefit Payment Returns for CPFAs and Existing Schemes (Appendix 3) to the Commission stating the following details:

- i) Name of deceased employee/retiree
- ii) Gender
- iii) Date of Birth
- iv) Marital Status
- v) Date of Death
- vi) Last employer/Code
- vii) Amount paid
- viii) Particulars of Executors/Administrators and/or Next of Kin where applicable.

## 6.0 REVIEWS AND ENQUIRIES

6.1 These regulations are subject to reviews as the need arises.

6.2 All enquiries regarding these regulations shall be directed to the Director General, National Pension Commission.

## **GLOSSARY OF TERMS**

**Employee** - This means any person employed in the public service of the Federation or States and Federal Capital Territory or private company or organisation or firm with 5 or more workers.

**Employer** - Employer means the Federal Government of Nigeria or State governments and Federal Capital Territory or a private company or organisation or firm that provide work for 5 or more people

**Next of Kin** - This is an individual named by the RSA holder (employee or retiree) as the contact person in the case of any information required in respect of the RSA holder. He may or may not be a beneficiary or administrator/executor of the estate of the deceased. The term also covers any representative of the employee or retiree or deceased, where the named next of kin is a minor.

**Contributory Pension Scheme** - This means the Scheme introduced under Section 1 of the Pension Reform Act 2004 whereby the employer and employee contribute to the retirement savings account of the employee for payment of his/her retirement benefits.

**Defined Contribution (DC)** - The type of pension system where the final retirement benefits payable to an employee depends on the contributions and the net investment returns.

**Mortality Table** - This is a table, as issued by the Commission, that shows the probability of death at each age.

**Programmed Withdrawal (PW)** - This is a product offered by a Pension Fund Administrator for periodic payments to a beneficiary of a retirement savings Account as specified in Section 4 of the PRA 2004. It is calculated based on determined formula and methodology.

**Annuity** - An Annuity is a stream of retirement income paid to a retiree by a life insurance company on the basis of a contract between the two parties.

**Proceed of life Insurance policy** - This is the proceeds of life insurance policy maintained in favour of the employee by the employer for a minimum of three times the annual total emolument of the employee under Section 9(3) of the PRA 2004.

**Annual Total Emolument** - This is the gross emolument of the employee per annum.