



NATIONAL PENSION COMMISSION

GENERAL NOTICE

VERIFICATION AND ENROLMENT OF FEDERAL GOVERNMENT EMPLOYEES DUE TO RETIRE IN 2008 AND 2009

(This General Notice supercedes the one earlier published)

All employees of Federal Ministries, Departments, Agencies and the Federal Capital Territory Administration (FCTA) who are due to retire between January, 2008 and December, 2009 by virtue of attaining the age of 60/65 years or 35 years in service (whichever is earlier) are hereby invited to a Verification and Enrolment Exercise for the issuance of the Federal Government Retirement Bond Certificate by the National Pension Commission.

Eligible employees are required to come along with the following documents:

- (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 or Pay Slip indicating grade level and step as at 30th June 2004.
- (iv) Letter from the Ministry, Department and Agency signifying retirement and first appointment dates; and grade level and step as at 30th June 2004 as well as the current grade level and step.

- (v) Authenticated past records of service.
- (vi) Current Pay Slip indicating grade level and Step.
- (vii) Evidence of registration with a Pension Fund Administrator indicating Personal Identification Number (PIN).

The Verification and enrolment exercise of employees starts at 9.00 am prompt and closes 5.00 pm each day at the following two (2) centers:

(1) ABUJA CENTRE

Date: From 25th February to 7th March 2008

Venue: Banquet Hall,
Women Development Centre,
Central Area District,
Abuja.

S/N	CATEGORY	DATE
1	Core Ministries	25 th and 26 th February 2008
2	Academic & Research Institutes	27 th and 28 th February 2008
3	Other Parastatals	29 th February and 1 st March, 2008
4	Health & Tertiary Institutions	3 rd to 5 th March, 2008
5	Military & Paramilitary	6 th and 7 th March, 2008

(2) LAGOS CENTRE

Date: From 31st March to 7th April 2008
Venue: The Events Centre
Hakeem Balogun Street
Off Cadbury Road,
Agidingbi, Ikeja.

S/N	CATEGORY	DATE
1	Core Ministries	31 st March and 1 st April, 2008
2	Academic & Research Institutes	2 nd and 3 rd April, 2008
3	Other Parastatals	4 th and 5 th April, 2008
4	Health & Tertiary Institutions	7 th and 8 th April, 2008
5	Military & Paramilitary	10 th and 11 th April, 2008

Employees are advised that participation is solely for those due to retire in 2008 and 2009. Only those employees who have been verified and enrolled would be issued with the Federal Government Retirement Bond. No representation would be allowed.

SIGNED
MANAGEMENT