

PENSION ADMINISTRATION REGISTRATION FORM

PLEASE COMPLETE ALL INFORMATION IN CAPITAL LETTERS
 (Mandatory Fields * Conditional Mandatory Fields **)

Form Reference No: **FP**

1. *REGISTRATION TYPE - Please tick as applicable

☐ New Reg/TPin Regularisation ☐ MicroPension

TPIN (TPin Regularisation Only)

2. PERSONAL DATA

* Surname

* First Name

Middle Name

* Title

* Marital Status

(Mr/Mrs
Ms/Miss)

SG - Single /MD - Married

WD - Widowed/DV - Divorced

SP - Separated

* Gender

(M/F)

* Date of Birth (DD / MMM / YYYY)

/ /

(E.g : 01 / JAN / 2000)

** LGA ** State of Origin

* Place of Birth

(See attached code list)

* Nationality

Maiden/Former Name

Residential Address

* Location

Nigeria

P.O Box

House No./Name

☐ Abroad

☐ Nigeria

Street Name

** Village/ Town/ City

** State Code

Zip Code

** LGA

* Country

* Phone Number (Dialing Code + Mobile Number)

Email Address

3. EMPLOYMENT RECORDS

* Sector

Classification

Public Sector (Fed & State) - 01

Private Sector - 02

MicroPension - 03

Cross Border - 04

* Employer Name (In Full)

* Nature of Business

(for informal Sector employee only)

** IPPIS

** Date of Joining IPPIS (DD / MMM / YYYY)

/ /

** IPPIS No.

☐ Yes

☐ No

Organisation Address

P. O.Box/PMB

Building No./Name

** Location

☐ Abroad

☐ Nigeria

Street Name

Zip Code

** LGA

** State Code

* State of Posting

** Village/ Town/ City

** Country Code

Employer's Phone Number (Dialing Code + Mobile Number)

** Employee ID

** Service ID No. (Police/ Para Military)

** Date of First Appointment (DD / MMM / YYYY) - Public Sector only

/ /

Date of Current Appointment (DD / MMM / YYYY) - Public and Private Only

/ /

** Date of Transfer of Service (DD / MMM / YYYY) - Public Sector only

/ /

** Date of Retirement (DD / MMM / YYYY)

/ /

** Designation

/Rank

Official Email Address

4. PERSONAL IDENTIFICATION

** ID Number / Int'l Passport Number for Non-Nigerians only

* National Identity Number (NIN)

Bank Verification Number (BVN)



PENSION ADMINISTRATION REGISTRATION FORM

5. NEXT OF KIN (NOK) DETAILS

* Surname

* First Name

Middle Name

* Title

(Mr/Mrs
Ms/Miss)

* Relationship

* Gender

Dialing Code

* Mobile Number

 (M/F)

NOK's Correspondence Address

* Location

Abroad: ☐ Nigeria: ☐

P. O Box/PMB

House No./Name

Street Name

** Village / Town/ City

** State Code

** Zip Code

** LGA Code

* Country Code

Email Address

6. SALARY STRUCTURE - Treasury Funded Agencies Only

**Harmonised Salary Structure (2004)
(Eg. HAPSS, HATISS)

** Consolidated Salary Structure (2007)
(Eg. COMPSS, CONTISS)

**Consolidated Salary Structure (2010)
(Eg. COMPSS, CONTISS)

** Consolidated Salary Structure (2013)
(Eg. COMPSS, CONTISS)

** Consolidated Salary Structure (2016)
(Eg. COMPSS, CONTISS)

** Current Salary Structure
(Eg. ENCONTISS)

**GL as at
June 2004

** GL as at
Jan 2007

** GL as at
2010

** GL as at
2013

** GL as at
2016

**Current
GL

**Step as at
June 2004

**Step as at
Jan 2007

**Step as at
Jan 2010

**GL as at
2013

** Step as at
2016

**Current
Step

7. APPLICANT BIOMETRIC

PLEASE PLACE
PASSPORT PHOTO HERE

LEFT
THUMBPRINT

RIGHT
THUMBPRINT

* Date (DD / MMM / YYYY)

 / /

PLEASE SIGN HERE

8. APPLICANT CERTIFICATION

I hereby certify that the information provided in this form is correct. I further consent and authorize National Identity Management Commission to release my NIN information (as may be required) to the National Pension Commission (PenCom) Upon request by my Pension fund Administrator for the maintenance and operation of my Retirement Savings Account. It is my understanding that PenCom shall exercise due care to ensure that my information is secured and protected.

**

PLEASE SIGN HERE

Customer's Name

* Date (DD / MMM / YYYY)

 / /

FOR OFFICIAL USE ONLY

Does the applicant have any Physical Challenge relating to fingerprint?

☐ YES

☐ NO

OTHERS

If YES, Tick Type :

☐ PARTIAL

☐ COMPLETE

Supporting
Documents

☐ YES

☐ NO

* Agent Code

* PEA Code

PLEASE SIGN HERE