OAK PENSIONS LIMITED
266 Murtala Muhammed way Alagomeji, Yaba, Lagos. 0700 225 5625, 01-2953095
info@oakpensions.com www.oakpensions.com

# EXISTING CONTRIBUTOR RECAPTURING FORM APPENDIX A

PLEASE COMPLETE ALL INFORMATION IN CAPITAL LETTERS

## SECTION 1 RETIREMENT SAVINGS ACCOUNT (RSA) HOLDERS DETAILS

* RSA Status Retiree ☐ or Active ☐

* RSA PIN P E N

* PFA Name

List of Other RSA PINs & their PFAs (where applicable) P E N

## SECTION 2: PERSONAL DATA

### SECTION 2a: Non-updatable Fields

* Title (Mr., Mrs., Miss & Ms.)

* Surname

* First Name

### SECTION 2b: Updatable Fields

Middle Name

Maiden /Former name

* Gender (M/F) * Marital Status (MD/SG/DV/SP/WD) * National Identity Numbers (NIN)

* Bank Verification Number (BVN) International Passport Number (Non-Nigerians Only)

* Date of Birth (DD MON YYYY) * Sample Date 14 SEP 1970 D D M O N Y Y Y Y * Nationality

* Place of Birth

** State of Origin (If Nationality is Nigerian) ** Local Government Area (If Nationality is Nigerian)

Residential Address ** Location Nigeria ☐ or Abroad ☐

House No./Name

Street Name

** Village/Town/City

** Local Government Area Code ** State of Residence Code * Country of Residence Code

** Country of Residence Name

** Zip Code

P.O.BOX or PMB (Iff any)

Personal Email Address

* Phone No.; Country Code (Tel) + Mobile Number

## SECTION 5: NEXT OF KIN's PERSONAL DATA

Next of Kin's Details

*Surname | *Gender(M/F) | *Title (Mr, Mrs,Miss & Ms)

*First Name

Middle name

*Relationship

NOK's Correspondence Address ** Nigeria ☐ ** Abroad ☐

NOK's House No./Name

Street Name

** NOK Village/Town/ City

** NOK Local Government Area

** NOK State of Residence

** NOK Country of Residence Name

** NOK Zip Code | P.O.Box or PMB

NOK Email

* NOK Phone No.: Country Code (Tel) | Mobile Number

## SECTION 6 : BIOMETRICS

*

Name should be boldly written at the back of the passport photograph

* * Signature

## SECTION 7: PFA CERTIFICATION

* I hereby certify that the information giving above is correct to the best of my knowledge:

* Name

* Signature

* Designation

* Date

NOTES:

* Indicates mandatory Fields

** Indicates Conditional mandatory Fields

I hereby certify that the information provided in this form is correct. I further consent and authorize Nigeria Inter-Bank Settlement System Plc and National Identity Management Commission to release my BVN and/or NIN information (as may be required) to the National Pension Commission (PENCOM) 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 secure and protected

Name | Signature | Date

## SECTION 8: FOR OFFICIAL USE ONLY

Does the Contributor have any Fingerprints Challenge?

Yes ☐ No ☐

If yes: Tick Type ☐ Partial: ☐ Complete: Others:

Attach Supporting Documents

## SECTION 3: EMPLOYMENT RECORDS

*Sector classification

* (Public Sector (Fed & State MDAs) Employees-01) (Private Sector Employees-02) Micro Pension Plan Contributor (Cross Border Employees-04)

** Employer Under IPPIS? Tick IF YES NO ** Date Employee joined IPPIS (DD MON YYYY)

* Employer Name (in Full e.g National Pension Commission NOT PenCom) ** Employee IPPIS No.

**Employer Address**

**Location Nigeria Abroad

Building No/Name

Street Name

** Village/Town/City

** Local Government Code

** State Code

** Country Code ** Zip Code P.O. Box or PMB (if any)

Employer's Phone No.: Country Code(Tel.) Mobile Number

**Nature of Business(informal sector only)

**Employee ID/No. **Service /ID Number (Police & Paramilitary Only)

Date of Current Employment **Designation / Rank

** Date of First Appointment ( FG & State Employee Only) (DD MON YYYY) Date of Current Employment (DD MON YYYY)

**Date of Transfer of Service ( FG & State Employee Only)

## SECTION 4: SALARY STRUCTURE

FGN Treasury Funded MDAs Only

**Harmonised Salary Structure as at 2004 (e.g HAPSS, HATISS) **Harmonised Consolidated Salary Structure as at 2007 (e.g CONPSS, CONTISS) **Harmonised Consolidated Salary Structure as at 2010

**GL as at June 2004 **Step as at June 2004 **GL as at Jan 2007 **Step as at Jan 2007 **GL as at 2010 **Step as at 2010

**Enhanced Conslidated Salary Structure as at 2013 **GL as at 2013 **Step as at 2013

**Enhanced Conslidated Salary Structure as at 2016 **GL as at 2016 **Step as at 2016

**Current Salary Structure (e.g ENCONTISS) **Current GL **Current Step

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APENDIX B

# CONTRIBUTOR DATA RECAPTURE ACKNOWLEDGEMENT SLIP

## A. RSA INFORMATION:

* RSA Status Retiree or Active
* RSA PIN P F N
* PFA Name

## B. EMPLOYEE INFORMATION:

* Title (Mr., Mrs., Miss & Ms.)
* First Name
* Middle Name
* Surname
* Date of Birth (DD MON YYYY) * Sample Date 14 SEP 1970 D D M O N Y Y Y Y
* Gender (M/F)
* Marital Status (MD/SG/DV/SP/WD)

## C. EMPLOYMENT INFORMATION:

Employer Name (In Full e.g National Pension Commission NOT PenCom)

Employer Code

Date of First Appointment (DD MON YYYY) * Sample Date 14 SEP 1970 D D M O N Y Y Y Y

Date of Transfer of Service (DD MON YYYY) * Sample Date 14 SEP 1970 D D M O N Y Y Y Y

Date of Employment D D M O N Y Y Y Y

Date Employee Joined IPPIS D D M O N Y Y Y Y

Expected Date of Retirement

Grade Level & Step as at 2004 D D M O N Y Y Y Y

Consolidated Grade Level & Step at 2007

ENH. Consolidated Grade Level & Step as at 2010

ENH. Consolidated Grade Level & Step as at 2013

ENH. Consolidated Grade Level & Step as at 2016

Current Grade Level & Step

## D. RECAPTURE INFORMATION:

Recapture ID

Date of Recapture

Employee's Signature

PFA Staff Name

PFA Staff Signature

## E. POST RECAPTURE INFORMATION:

Kindly notify us of any discrepancy between records submitted and the information on the slip.

Forward evidence of promotion received after this exercise with the new Grade Level and Step to the Commission, in the case where the individual is an employee of an FGN Treasury Funded MDA, not on IPPIS.