



* Reference Number

RSA DATA RECAPTURE FORM

INSTRUCTIONS:

All fields must be filled in **BLOCK LETTERS**
Fields marked * are mandatory.
Fields marked ** are conditionally mandatory.

* Recent Passport Photo with a black & white background.

Name should be written boldly at the back of the Photograph

SECTION 1: RSA PIN DETAILS

* RSA Status Retiree Active
* RSA PIN P E N
PFA Name

**** Other RSA PINs (Duplicates/Multiple PINs if any)**

RSA PIN 1 P E N
PFA Name 1
RSA PIN 2 P E N
PFA Name 2
RSA PIN 3 P E N
PFA Name 3

SECTION 2: PERSONAL DATA

* Title (Mr, Mrs, Miss, Ms)
* First Name
* Surname

Middle Name
Maiden/Former Name
* Gender (M/F) * Marital Status (MD/SG/DV/SP/WD)
* Nationality
** State of Origin
** LGA of Origin
* Place of Birth (City)
Bank Verification No.
* Nat. ID Number (NIN)
* Date of Birth DD / MM / YYYY

Physical Challenges

* Are you physically challenged? Yes No
** If Yes, pls tick type: Partial Complete Others

Residential Address (Permanent Home or Present Residence)

* Location Nigeria Abroad

House No./Name

Street Name/Desc.

** Village/Town/City

** Local Govt. Area Code ** L.G.A.

** State of Residence Code ** State

* Country of Residence Code ** Country

** Zip Code

P.O.Box or PMB

Personal Email Address

* Mobile Phone No. (Country code + Telephone Number)

SECTION 3: EMPLOYMENT RECORD

* Sector Classification Public (Federal or State) -01 Cross Border Employees - 04

** Employer under IPPIS Yes No

** Date you joined IPPIS

** IPPIS Number

* Employer Name

* Nature of Business

** Staff ID/Employer No.

** Designation/Rank

** Date of First Appointment

Date of Current Employment

Date of Confirmation

** Date of Transfer of Service (For Transfer of Service)

Date of Retirement (For Retirees only)

Employer Address

* Location Nigeria Abroad

Building No./Name

Street Name

** Village/Town/City

** Local Govt. Area Code ** L.G.A.

** State Code ** State

* Country Code ** Country

** ZIP Code

Office Phone No. (Country code + Telephone Number)

P.O.Box or PMB

Official Email Address

Name of Institution

Faculty/Dept./Unit

SALARY STRUCTURE

	** Harmonized Salary Structure (eg HAPSS, HATISS, etc)	** Grade Level	** Step
2004	<input type="text"/>	<input type="text"/>	<input type="text"/>
	** Consolidated Salary Structure (eg CONTISS, CONUASS, CONUATSS, e.t.c.)	** Grade Level	** Step
2007	<input type="text"/>	<input type="text"/>	<input type="text"/>
	** Enhanced Consolidated Salary Structure (eg ENCONTISS, ENCONUASS, ENCONUATSS, e.t	** Grade Level	** Step
2010	<input type="text"/>	<input type="text"/>	<input type="text"/>
2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
2016	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Current Salary Structure	** Grade Level	** Step
Current , **	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 4: NEXT OF KIN's PERSONAL DATA

* Title (Mr, Mrs, Miss, Ms)	<input type="text"/>	* Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Recent Passport Photo with a white background.
* First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
* Surname	<input type="text"/>		
* Relationship	<input type="text"/>		
Date of Birth	<input type="text"/>		

NOK's Correspondence Address

* Location	<input type="checkbox"/> Nigeria <input type="checkbox"/> Abroad
* Country of Residence	<input type="text"/>
House No./Name	<input type="text"/>
Street Name	<input type="text"/>
** Village/Town/City	<input type="text"/>
** Local Govt Area	<input type="text"/>
** State of Residence	<input type="text"/>
** ZIP Code	<input type="text"/>
P.O.Box/P.M.B	<input type="text"/>
* Phone Number	<input type="text"/> (Country code + Telephone Number)
Email Address	<input type="text"/>

SECTION 5: CERTIFICATION

* I, hereby, certify that the information provided in this form is correct. I further consent and authorize the National Identity Management Commission (NIMC) to release my NIN information (as may be required) to the National Pension Commission (PenCom) upon request by my Pension Fund Administrator (PFA - NUPEMCO), 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.

* First Name
Middle Name
* Surname

** Signature (Please Sign within the box below)

* Date

FOR OFFICE USE ONLY

Registration Date Agent Code
Agent Name
Location

Required Documents For Data Recapture

- * Copy of a valid identification (Nat. ID/Nat.Driver's License/Permanent Voters Card (PVC)/data page of the Int. Passport).
- * Copy of Staff ID, where available.
- * Copy of Letter of First Appointment or Attestation Letter (for public sector employees).
- * Copy of Letter of Employment or Letter of Appointment (for private sector employees).
- * Copy of birth certificate or declaration of age.