

EXISTING CONTRIBUTOR DATA RECAPTURE FORM

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

SECTION 1: RETIREMENT SAVINGS ACCOUNT (RSA) DETAILS

1. *RSA STATUS ☐ Active ☐ Retiree

2. *RSA PIN
P E N

3. *PFA NAME

4. OTHER RSA PINs (If Any)

PFA NAME

PIN 2

PFA NAME

PIN 3

PFA NAME

SECTION 2a: PERSONAL DATA (Non-Updatable Fields)

1. * TITLE ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

2. * FIRST NAME

3. * SURNAME

SECTION 2b: PERSONAL DATA (Updatable Fields)

1. MIDDLE NAME

2. MAIDEN/FORMER NAME

3. * GENDER ☐ (M) ☐ (F)

4. * MARITAL STATUS ☐ ☐ (MD/SG/DV/WD/SP)

5. * NATIONALITY

6. * STATE OF ORIGIN

7. ** LOCAL GOVERNMENT AREA OF ORIGIN

8. * PLACE OF BIRTH (City)

9. * BANK VERIFICATION NUMBER (BVN)

10. * NATIONAL IDENTITY NUMBER (NIN)

11. * DATE OF BIRTH (DD-MON-YYYY)

12. RESIDENTIAL ADDRESS:
**LOCATION * NIGERIA ☐ OR ABROAD ☐

House No/ Name

[illegible][illegible]

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[illegible][illegible]

SECTION 3: EMPLOYMENT RECORDS

Employees ; **03 - Micro Pension Plan Contributor** ; **04 - Cross Border Employees**

3. **DATE EMPLOYEE JOINED IPPIS (DD-MON-YYYY) - -

[illegible]

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SECTION 4: SALARY STRUCTURE (FGN TREASURY FUNDED MDAs ONLY)

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|---|----------------------|----------------------|------------------------------|----------------------|----------------------|----------------------|
| 1. **HARMONISED SALARY STRUCTURE AS AT 2004 (e.g. HAPSS, HATISS) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. **GL AS AT JUNE 2004 | <input type="text"/> | <input type="text"/> | 3. **STEP AS AT 2004 | <input type="text"/> | <input type="text"/> | |
| 4. **CONSOLIDATED SALARY STRUCTURE AS AT 2007 (e.g. CONPSS, CONTISS) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. **GL AS AT JAN 2007 | <input type="text"/> | <input type="text"/> | 6. **STEP AS AT 2007 | <input type="text"/> | <input type="text"/> | |
| 7. **ENHANCED CONSOLIDATED SALARY STRUCTURE AS AT 2010 | <input type="text"/> | | | | | |
| 8. **GL AS AT 2010 | <input type="text"/> | <input type="text"/> | 9. **STEP AS AT 2010 | <input type="text"/> | <input type="text"/> | |
| 10. **ENHANCED CONSOLIDATED SALARY STRUCTURE AS AT 2013 | <input type="text"/> | | | | | |
| 11. **GL AS AT 2013 | <input type="text"/> | <input type="text"/> | 12. **STEP AS AT 2013 | <input type="text"/> | <input type="text"/> | |
| 13. **ENHANCED CONSOLIDATED SALARY STRUCTURE AS AT 2016 | <input type="text"/> | | | | | |
| 14. **GL AS AT 2016 | <input type="text"/> | <input type="text"/> | 15. **STEP AS AT 2016 | <input type="text"/> | <input type="text"/> | |
| 16. **CURRENT SALARY STRUCTURE (e.g. ENCONTISS) | <input type="text"/> | | | | | |
| 17. **CURRENT GL | <input type="text"/> | <input type="text"/> | 18. **CURRENT STEP | <input type="text"/> | <input type="text"/> | |

SECTION 5: NEXT OF KIN'S PERSONAL DATA

- | | | | | | | | | | |
|---|----------------------|----|----------------------|-----|--|------|----------------------|------------------|----------------------|
| 1. *TITLE | <input type="text"/> | Mr | <input type="text"/> | Mrs | <input type="text"/> | Miss | <input type="text"/> | Ms | |
| 2. *GENDER (M/F) | <input type="text"/> | | | | | | | | |
| 3. *FIRST NAME | <input type="text"/> | | | | | | | | |
| 4. MIDDLE NAME | <input type="text"/> | | | | | | | | |
| 5. *SURNAME | <input type="text"/> | | | | | | | | |
| 6. *RELATIONSHIP | <input type="text"/> | | | | | | | | |
| 7. NOK'S CORRESPONDENCE ADDRESS: | **LOCATION | | | | - NIGERIA | | <input type="text"/> | OR ABROAD | <input type="text"/> |
| NOK House No/ Name | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| NOK Street Name | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| **NOK Village/ Town/ City | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| **NOK Local Government Area | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| **NOK State of Residence | | | | | **NOK Country of Residence Name | | | | |
| <input type="text"/> | | | | | <input type="text"/> | | | | |
| NOK P. O. Box/ P.M. B. | | | | | | | | | |
| <input type="text"/> | | | | | **NOK Zip Code | | | | |
| <input type="text"/> | | | | | <input type="text"/> | | | | |
| 8. NOK E-MAIL | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| 9. *NOK PHONE NO: (Country Code + Tel/Mobile Number) | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |

SECTION 6: BIOMETRICS

"I hereby certify that the information provided in this form is correct. I further consent and authorize the 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 Administrators and/or its approved Agents for the maintenance and operation of my Retirement Savings Account. It is my understanding that PenCom will ensure that due care is exercised to secure and protect my personal information".

*Recent Passport Photo
(With a white background)



4*4" Coloured Size Photograph

**Signature
(Please sign within the box)

SECTION 7: For Official Use Only

I hereby certify that the information given above are as given by the named contributor above and that the following checked original documents were sighted

1. LETTER OF APPOINTMENT-----SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
2. LETTER OF LAST PROMOTION-----SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
3. BIRTH CERTIFICATE/ SWORN DECLARATION---- SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
4. EVIDENCE OF TRANSFER OF SERVICE (If Applicable) ---- SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
5. COPY OF PAYSIP ----- SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
6. PASSPORT SIZE PHOTOGRAPHS (2) ----- SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
7. MEANS OF IDENTIFICATION----- SIGHTED (Y/N) ☐ ATTACHED (Y/N) ☐
(DRIVER'S LICENSE ☐ , INT. PASSPORT ☐ , STAFF ID ☐ , NATIONAL ID ☐ , VOTERS CARD ☐)

NAME OF STAFF: _____

STAFF SIGNATURE: _____

IMPORTANT NOTICE:

SALES REPRESENTATIVES MUST CERTIFY THAT THE INFORMATION GIVEN BY THE RSA HOLDER IS CORRECT TO BEST OF HIS/HER KNOWLEDGE AND THAT THE RELEVANT DOCUMENTS ARE ALSO ATTACHED

Candinalstone Pensions

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Tel: 2349060001020

E-mail: info@cardinalpensions.com

website: www.cardinalstonepension.com

Data Recapture – Acknowledgment Slip

A. RSA Information	
RSA PIN	
PFA Name	
B. Employee Information	
Title	
First Name	
Middle Name	
Surname	
Date of Birth	
Gender	
C. Employment Information	
Employer Name	
Employer Code	
Employment Information (Applicable to FG Treasury funded MDAs Only)	
Date of First Appointment	
Date of Transfer of Service	
Date of Employment	
Date Employee joined IPPIS	
Employee's IPPIS No	
Expected Date of Retirement	
Grade Level & Step As at 2004	
Consolidate Grade Level & Step as at 2007	
ENH. Consolidate Grade Level & Step as at 2010	
ENH. Consolidate Grade Level & Step as at 2013	
ENH. Consolidate Grade Level & Step as at 2016	
Current Grade Level & Step	
D. Recapture Information	
Recapture ID	
Date of Recapture	
Employee Signature	
PFA Staff Name	
PFA Staff Signature	