



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/P&I/94/VOL.III/73

24 July, 2020

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CHECKLIST FOR STAFF DISENGAGING FROM THE CORPS

In line with CM directive to enhance the process of final disengagement from the Corps and to derive maximum benefits from Retirement Savings Account (RSA) domiciled with PFA and NHF alike, the need for staff to be abreast of the checklist and documents necessary for processing disengaged staff benefits became imperative.

2. Section 15 of the Pension Reform Act 2014 requires that potential retirees undergo verification and enrolment exercise with PenCom annually in order to be issued with Federal Government Retirement Bond (FGRB). The exercise covers potential retirees in the service of the Federal Government Treasury Funded Ministries, Departments and Agencies (MDAs) due to retire between January and December by virtue of attaining 60 years of age or 35 years in service. The exercise also covers employees who retired voluntarily/mandatorily but are yet to be enrolled.

3. In the same vein, the National Housing Fund (which is a Federal Government introduced scheme) to which all public servants and employees in the organised private sector within the country are expected to contribute 2.5% of their monthly salary to Federal Mortgage Bank of Nigeria (who are managers of the fund) are equally required to access their contributions under this scheme. The NHF Act, 1992 Cap N45, LFN 2004 states, inter alia, that:

"a contributor who has attained the age of 60 years or 35 years of service or has reached a retirement age or years of service under any law in Nigeria is entitled to a refund of contribution at an interest rate of 2% per annum; provided that such contributor has no outstanding loan with the Federal Mortgage Bank".

4. To successfully access any of the benefits as in **Pars 2&3**, disengaged staff are expected to assemble the following documents in the **attached checklist** to enable them promptly have access to these benefits domiciled with PenCom and FMBN.

5. You have been guided.



DCM Ojeme I Ewghrudjakpor, *fdc*, NPOM

Deputy Corps Marshal (Admin & Human Resources)

For: Corps Marshal

CHECK LIST FOR STAFF DISENGAGING FROM THE CORPS

In order to enhance the process of final disengagement from the Corps and to derive the benefit thereof, the following checklist is provided:

PenCom

Original and photocopy of:

1. Letter of First Appointment
2. Birth Certificate or Declaration of Age.
3. Transfer and Acceptance of Service
(Where applicable)
4. Promotion letter to the Grade Level as at 30th June 2004 and payslip.
5. Promotion letter to the Grade Level as at 31st January 2007 and payslip.
6. Promotion letter to the Grade Level as at 31st July 2010 and payslip.
7. Promotion letter to the Grade Level as at 31st December 2013 and payslip.
8. Promotion letter to the Grade Level as at 31st December 2016 and payslip.
9. Promotion letter to the current Grade Level and payslip.
10. Letter of Introduction from the Corps, stating retirement and first appointment dates, grade level/step as at;
 - i. 30th June 2004,
 - ii. 31st January 2007,
 - iii. 31st July 2010,
 - iv. 31st December 2013,
 - v. 31st December 2016,
 - vi. Current grade level and step
11. Staff Identity Card.
12. Acceptance of Voluntary Retirement (Voluntary retirees only).
13. Evidence of change of name where applicable
14. Letter of registration with a Pension Fund Administrator indicating RSA Personal Identity Number. (PIN).
15. Registration with National Identity Management Commission (NIMC) indicating National Identity Number (NIN) enrolment slip
16. Letter of Indemnity from the Corps stating none payment of your retirement Benefits (retirees with date of retirement that dates back more than five year)
17. Authenticated past record of service.
18. Bank Verification Number (BVN) authentication slip with bank stamp on it.
19. Pension Desk Officer Attestation.
20. One recent Passport Photograph.

NHF

Staff are entitled to collect their contributions from the NHF

- i. Update NHF passbook at the Federal Mortgage Bank in your State.
- ii. On arrival in RSHQ, visit the Department of AHR to process your refunds with updated passbook.