

Restricted



FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

INTERNAL MEMO

FRSC/HQ/AHR/P&I/477/VOL.67/01

// Aug 2020

See Distribution

NEED TO PARTAKE IN DATA RECAPTURE EXERCISE CONDUCTED BY
PENSION FUND ADMINISTRATORS (PFAS)

Reference: A. FRSC/HQ/AHR/P&I/477/VOL.6/57 dated 6 Aug 2020

The quoted reference is the Report of Zoom meeting with PFAs on Data Recapture Exercise and CM's directive to commence the 2nd phase of the Exercise.

Preamble

You will agree that Pension Reform Act, 2014, has come to stay as the only Pension Scheme now in operation in Nigeria. Every employee of Federal Government is expected to register with a Pension Fund Administrator (PFA) who will open a Retirement Savings Account (RSA) and manage same for the worker throughout his/her working life.

2. The Regulatory Body (PenCom) rolls out measures to ensure the smooth implementation of the Scheme from time to time. Among these measures included Data Recapture Exercise. This measure is to ensure that all enrollees in the Scheme have their data correctly harmonized with NIMC and other stakeholders so that the employee will have a smooth post service life.

THE ONGOING DATA RECAPTURE EXERCISE

3. In the past, circulars have been sent to Field Commands reminding them of the need to partake in the Data Recapture Exercise approved by PenCom so as to help enrollees discover areas they need to make necessary corrections before they leave service. These areas range from wrong PIN/PFA, wrong date of birth with PFAs and NIMC, zero and partial balances, among others.

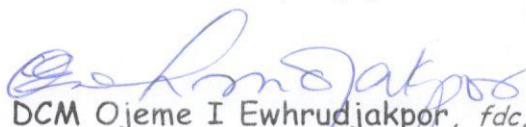
4. It is unfortunate to note that staff at the Field Commands and Headquarters have continued to treat the exercise with so much disdain despite repeated circulars sent to that effect for compliance. Some refuse to present themselves to be recaptured and some give flimsy excuses of their Commanding Officers not giving them the chance to do so.

5. **NOTE THAT** it is your duty to monitor your Retirement Savings Account (RSA) and ensure that you correct any observed anomaly with your PFA before you finally retire from service. Until you successfully carry out your data recapture exercise with your PFA, you **CANNOT** access your RSA even after you retire from service.

6. CM has directed vide reference 'A' that any officer or marshal who fails to comply with the Data Recapture Exercise henceforth will face severe sanctions. AHR Department will no longer entertain RSA complaints from such staff forthwith.

7. Commanding Officers are to bring the content of this Circular to the knowledge of all staff under their purview as sanctions await any Commanding Officer who fails to make his staff available to partake in the Exercise. Time table for the 2nd phase of the Exercise is attached.

8. You are properly guided.


DCM Ojeme I Ewruhjakpor, *fdc, NPOM*
Deputy Corps Marshal(Admin & Human Resources)
for: Corps Marshal

TIME TABLE FOR 2ND PHASE 1 DATA FILE FILM EXERCISE 2020

Distribution:

External Action:

- Zonal Commands
- Sector Commands
- Unit Commands
- Outposts
- FRSC Academy
- Training School
- FRSC Staff College
- Plants

Internal Action:

- All Depts
- Corps Offices
- Special Units
- RSHQ- Ops Command

Internal Information:

- Corps Marshal
- PSO-CM
- PAU
- PIO
- File

DCM QJene I Ewanda (Jhoni, A. A. A. A.)
Deputy Corps Marshal/Aide (Human Resources)
for: Corps Marshal/

4

DOCUMENTATION REQUIREMENTS FOR DATA RECAPTURE EXERCISE

TIME TABLE FOR 2ND PHASE OF DATA RECAPTURE EXERCISE 2020

**DATA RECAPTURE EXERCISE BY PENSION FUND ADMINISTRATORS (PFAs) -
APPROVAL OF COMMENCEMENT DATE OF THE EXERCISE**

CM has approved 2ND phase of Data Recapture exercise by PFAs to be conducted as follows:

Date: 1st sept - 30th Sept 2020:

Participation: All PFAs

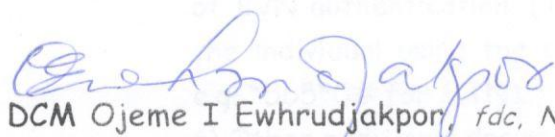
Venue: Zones, Sector and Unit Commands

Time: 0900hrs - 1700hrs each working day

2. You are to inform staff under your purview to make themselves available for the Exercise. Attached is the list of the requirements.

3. **TAKE NOTE** that failure to participate in the exercise would mean forfeiture of your entitlement at the end of your working life. Treat as very important and participate accordingly. Contact our Help Line 08151790498 or ACC Pension : 08034174938.

DRC Retirement Savings Account 08035801166 for further clarifications (if need be).



DCM Ojeme I Ewruhjakpor, *fdc, NPOM*

Deputy Corps Marshal (Admin & Human Resources)

for: Corps Marshal

DOCUMENTATION REQUIREMENTS FOR DATA RECAPTURE EXERCISE

FOR FEDERAL GOVERNMENT TREASURY FUNDED MDAS

A PFAs shall obtain and keep one (1) recent coloured passport sized (4" x 4") photograph taken against a white background with the contributor's name written at the back, as well as hard or electronic copies, where Data Management System (DMS) is deployed,

The following relevant documents after sighting their originals:

- i) Letter of First Appointment or Attestation Letter (in the case of Police Personnel)
- ii) Transfer and Acceptance of Service (where applicable)
- iii) Birth Certificate or Declaration of Age
- iv) Staff Identity Card or any one of the following:
 - a) National Driver's License;
 - b) Permanent Voter's Card; or
 - c) International Passport.
 - c) Staff file Number.
 - d) National Identity Card or Enrolment Slip issued by the National Identity Management Commission, indicating the National Identity Number (NIN).
 - e) Authenticated Bank Verification Number (BVN), card or any other form of BVN authentication. (The PFA Official should view the BVN notified to the individual using the appropriate service provider's authentication code e.g. *565*0# for MTN).
 - f) Other additional documentation as may be deemed necessary by the PFA.

B. Documents to be obtained and forwarded to the Commission (CBRD) include:

- i) Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable).
- ii) Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable).
- iii) Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable).
- iv) Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2013 (where applicable).
- v) Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2016 (where applicable).
- vi) Promotion Letter and Pay Slip indicating current Grade Level and Step (where applicable). IPPIS No. and date employee joined IPPIS (for employees of MDAs under IPPIS).
- vii) Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing employee's name and RSA PIN).