

DOCUMENTATION REQUIREMENT (2021 PENCOM DOCUMENTATION CHECK LIST)

S/No	Types of Documents	Upload Status
1	Letter of First Appointment/Attestation (Police)	Mandatory
2	Birth Certificate/Age Declaration	Mandatory
3	Promotion letter as at 30 June, 2004 (if applicable)	Conditionally Mandatory
4	Promotion letters between 01 July, 2004 and December 2006 (if applicable)	Conditionally Mandatory
5	Promotion letters between January, 2007 and December 2009 (if applicable)	Conditionally Mandatory
6	Promotion letters between January, 2010 and December 2012 (if applicable)	Conditionally Mandatory
7	Promotion letters between January, 2013 and December 2015 (if applicable)	Conditionally Mandatory
8	Promotion letters between January, 2016 and December 2018 (if applicable)	Conditionally Mandatory
9	Promotion letters between January, 2019 and December 2020 (if applicable)	Conditionally Mandatory
10	Last Promotion Letter (Current)(if applicable)	Conditionally Mandatory
11	Evidence of Transfer of Service (if applicable)	Conditionally Mandatory
12	Evidence of Acceptance of Transfer of Service (if applicable)	Conditionally Mandatory
13	Letter of Introduction from MDA	Mandatory
14	Copy of Staff ID Card	Mandatory
15	Evidence of Change of Name (if applicable)	Conditionally Mandatory
16	Record of Service	Mandatory
17	Medical Report (if applicable)	Conditionally Mandatory
18	Evidence of Extension of Service (if applicable)	Conditionally Mandatory
19	Enrolment Registration Slip signed by Retiree	Mandatory