

NATIONAL PENSION COMMISSION ENROLLMENT EXERCISE

Each employee will be required to provide the following documents at the National Pension Commission Verification Exercise:

- (I) LETTER OF APPOINTMENT
- (II) BIRTH CERTIFICATE OR DECLARATION OF AGE
- (III) PROMOTION LETTER TO GRADE LEVEL AND STEP AS AT 30th JUNE
- (IV) EVIDENCE OF REGISTRATION WITH PENSION FUND ADMINISTRATOR INDICATING IDENTIFICATION NUMBER (PIN) AND
- (V) LETTER FROM MINISTRY, DEPARTMENT OR AGENCY SIGNIFYING RETIREMENT DATE, GRADE/STEP ETC.

IN THE EVENT THE LETTER DOES NOT SHOW GRADE/STEP, PLEASE ATTACH LAST PAYSLIP. SHOWING GRADE LEVEL AND STEP. **(PLEASE NOTE: IF HAND WRITTEN, IT MUST BE STAMPED & SIGNED)**

NOTE: IT IS IMPORTANT TO NOTE THAT ONLY EMPLOYEES WHO HAVE BEEN VERIFIED WOULD BE ISSUED WITH THE FEDERAL GOVERNMENT RETIREMENT BOND.