



## NATIONAL PENSION COMMISSION

174 Adetokunbo Ademola Crescent Wuse II, PMB 5170 Wuse Abuja  
www.pencom.gov.ng Info@pencom.gov.ng

### GENERAL NOTICE TO ALL EMPLOYERS

#### ISSUANCE OF CERTIFICATE OF COMPLIANCE WITH THE PROVISIONS OF THE PENSION REFORM ACT, 2004 (PRA, 2004)

The National Pension Commission (the Commission) has concluded arrangements to commence issuance of annual Certificate of Compliance to all employers that comply with the provisions of the Pension Reform Act, 2004. Employers wishing to collect the Certificate should apply to the Commission and attach the following documents as evidence of compliance:

1. Evidence of remittance of monthly pension contribution(s) to the Retirement Savings Account (RSA) of employees. These should include:

- a) Certified list of employees of the organisation.
- b) Certified statement of the rate of employer pension contribution and employee pension contribution.
- c) Schedule of monthly pension contributions for the last three years indicating:
  - i. names of the employees,
  - ii. RSA Personal Identification Number (PIN),
  - iii. name of Pension Fund Administrator (PFA), and
  - iv. amount of monthly employer and employee contributions.
- d) Schedule of evidence of remittance of monthly pension contributions to employees RSA for the last three years indicating:-
  - i. date of payment
  - ii. name of PFA,
  - iii. name and location of receiving bank,
  - iv. payment instruments reference number, and
  - v. amount paid.

2. Evidence of transfer of all pension assets of any employee retirement benefits scheme prior to the commencement of the PRA 2004 to licensed operators.

3. Evidence of valid Group Life Insurance Policy for employees which should include amongst others:

- i. Policy Certificate
- ii. Policy Document
- iii. Schedule of employees covered by the policy indicating name of employee, total annual emolument, sum assured and premium paid.

Employers are to provide soft copy of all documents relating to items 1 and 2 above while those relating to item 3 can be submitted in hard copy.

For further inquiries, please contact Compliance and Enforcement Department of the Commission on 09-4603936 or Email: info@pencom.gov.ng

**Signed  
Management**