

**BIODATA AND BIOMETRIC RECAPTURE FOR FEDERAL AND STATE GOVT TREASURY  
FUNDEDMDAs EMPLOYEES.**

**OBJECTIVES OF THE EXERCISE:**

1. The main objective of the Data Recapture Exercise is to obtain complete and accurate data of all RSAholders (both active and retired clients in both public and private sectors)
2. To enable PFAs to capture the 10 fingerprints of their RSA holders and their National Identity Number(NIN) to ensure compliance with NIMC
3. It would provide a platform for the collation of relevant information on employees of Federal and StateGovernment Treasury Funded MDAs who transited from the erstwhile Defined Benefit Scheme to the Contributory Pension Scheme. The information would facilitate the expeditious computation of their accrued rights and eliminate the need for yearly enrolment of those due for retirement.
4. It would enable the identification and elimination of multiple registrations from the RSA RegistrationDatabase.
5. To ensure that all PFAs implement the minimum standards and requirements set by the Commission forthe registration of contributors in the Pension Industry.

**CHECKLIST FOR BIODATA AND BIOMETRIC RECAPTURE FOR FEDERAL AND STATE GOVTTREASURY FUNDED MDAs EMPLOYEES**

- 1. A standard Data Recapture Form. [Click Here](#)
  
- 2. Data Recapture Form shall contain the following: 
  - I. RSA Details
  - II. Personal Data
  - III. Employment record
  - IV. Salary structure
  - V. Next of Kin’s Personal Data
  - VI. Contributor’s Certification
  - VII. PFA Biometric Certification
  - VIII. PFA Official Certification
  
- 3. Letter of First Appointment/ Attestation Letter (in the case of Police Personnel).
- 4. Transfer and Acceptance of Service (where applicable).
- 5. Birth Certificate/ Declaration of Age(Original and photocopy).
- 6. Staff Identity Card or Valid ID.
- 7. Staff File Number
- 8. One recent colored passport photograph with name written at the back.
- 9. National Identity Card/ Enrolment Slip issued y NIMC.
- 10. Authenticated BVN card/ anything to show customer has BVN E.g. \*565\*o# (MTN).
- 11. Change of name (where applicable): Marriage Certificate, News paper publication or Court Affidavit are required.
- 12. Form must be endorsed by PDOs (Single authorization letter for all staff who conducted the exercise is accepted).
- 13. Physically Challenged MUST provide letter of Indemnity.
- 14. Ten (10) Fingerprints, Photo & Signature Capture (To be conducted by the PFA).

**SUPPORTING DOCUMENTS**

- I. Promotion Letter and Pay slip indicating Current Grade Level and Step (where applicable)
- II. Promotion Letter and Pay slip indicating Grade Level and Step as at 30<sup>th</sup> June 2004 (where applicable)
- III. Promotion Letter and Pay slip indicating Grade Level and Step as at January 2007 (where applicable)
- IV. Promotion Letter and Pay slip indicating Grade Level and Step as at July 2010 (where applicable)
- V. Promotion Letter and Pay slip indicating Grade Level and Step as at December 2013 (where applicable)
- VI. Promotion Letter and Pay slip indicating Grade Level and Step as at December 2016 (where applicable)
- VII. IPPIS No. (For employees of MDAs under IPPIS).
- VIII. RSA Registration Certificate/ Statement Showing name and Pin.