

## REQUIREMENTS FOR ONLINE VERIFICATION AND ENROLMENT EXERCISE FOR 2023 RETIREES/PROSPECTIVE RETIREES OF FEDERAL GOVERNMENT

The following documents are required for upload as applicable to each retiree.

S/No	Description	Upload Status
1	Letter of First Appointment/Attestation (Police)	Mandatory
2	Birth Certificate/Age Declaration	Mandatory
3	Promotion Letter & Payslip as at 30 June, 2004 (if applicable)	Conditionally Mandatory
4	Promotion Letters & Payslip between 01 July 2004 and Dec 2006 (if applicable)	Conditionally Mandatory
5	Promotion Letters & Payslip between Jan 2007 and Dec 2009 (if applicable)	Conditionally Mandatory
6	Promotion Letters & Payslip between Jan 2010 and Dec 2012 (if applicable)	Conditionally Mandatory
7	Promotion Letters & Payslip between Jan 2013 and Dec 2015 (if applicable)	Conditionally Mandatory
8	Promotion Letters & Payslip between Jan 2016 and Dec 2018 (if applicable)	Conditionally Mandatory
9	Promotion Letters & Payslip between Jan 2019 and Dec 2020 (if applicable)	Conditionally Mandatory
10	Promotion Letters & Payslip between Jan 2021 and Dec 2022 (if applicable)	Conditionally Mandatory
11	Last Promotion Letter (Current) (if applicable)	Conditionally Mandatory
12	Evidence of Transfer of Service (if applicable)	Conditionally Mandatory
13	Evidence of Acceptance of Transfer of Service (if applicable)	Conditionally Mandatory
14	Letter of Introduction from MDA	Mandatory
15	Copy of Staff ID Card	Mandatory
16	Evidence of Change of Name (if applicable)	Conditionally Mandatory
17	Record of Service	Mandatory
18	Medical Report (if applicable)	Conditionally Mandatory
19	Letter from the MDA Introducing the PDO (Incase of Critical Health Condition)	Conditionally Mandatory
20	Copy of Staff ID Card of the PDO (Incase of Critical Health Condition)	Conditionally Mandatory
21	Evidence of Extension of Service (If Applicable)	Conditionally Mandatory
22	Enrolment Registration Slip signed by Retiree	Mandatory

### IMPORTANT INFORMATION

Data recapture is mandatory for the retiree enrolment exercise.

The enrolment application is online, so the retiree is expected to have a valid email.

**A retiree whose name is not on the list of potential retirees submitted must liaise with his/her MDA before approaching the PFA for verification.**

**A retiree is required to present original copies or CTC of his/her documents for sighting and validation at the PFA office after registering and uploading documents on the PENCOM website.**

**A retiree must submit to his/her PFA, the original copy of Record of Service and the letter of introduction from his/her MDA.**