



## Existing Contributor Data Recapture Exercise

Dear Customer,

The National Pension Commission has mandated all Retirement Savings Account (RSA) holders to update their records with their Pension Fund Administrators (PFAs). Consequently, we are carrying out this mandatory data recapture exercise for our registered contributors.

Please refer to the list of required documents that **MUST** be provided by each RSA holder for sighting (original copies) while photocopies would be needed for our records/retention.

### REQUIRED DOCUMENTS FOR DATA RECAPTURE

1. Completely filled Data Recapture Exercise Form
2. Passport Photograph
3. Letter of First Appointment or Letter of Employment
4. Staff ID Card (or National Driver's License; Permanent Voter's Card or International Passport)
5. INTEGRATED PAYROLL AND PERSONNEL INFORMATION (IPPIS) Enrolment Slip
6. Birth Certificate or Declaration of Age
7. National Identity Card or Enrolment Slip: This issued by the National Identity Management Commission indicating the National Identity Number (NIN).
8. Certificate of RSA Registration: this represents welcome letter or recent RSA Statement showing name and PIN.
9. Promotion letter or Pay slip indicating Grade Level: this represents the following documents;
  - I. Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable).
  - II. Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable).
  - III. Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable).
  - IV. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2013 (where applicable).
  - V. Promotion Letter and Pay Slip indicating Grade Level and Step as at December 2016 (where applicable).
  - VI. Promotion Letter and Pay Slip indicating current Grade Level and Step (where applicable).  
IPPIS No. and date employee joined IPPIS (for employees of MDAs under IPPIS).

Kindly click the data recapture link <https://web.fcmbpensions.com/datarecapture> or copy and paste to your browser to update your information with us.

For further enquiries, you can reach us via 07080633004, 08059580002, 08032752888 or send an email to [info@fcmbpensions.com](mailto:info@fcmbpensions.com).