



REQUIREMENTS FOR ONLINE ENROLMENT AND VERIFICATION EXERCISE FOR PROSPECTIVE RETIREES OF FGN TREASURY FUNDED MDAs

S/N	RETIREE BASIC EMPLOYMENT DETAILS REQUIRED FOR REGISTRATION	
1	Date of 1st Appointment (DOFA)	
2	Date of Transfer of Service (DTS) (if applicable)	
3	Expected date of retirement (EDOR)	
4	Retirement Mode (Voluntary or Normal)	
5	Reason for Voluntary Retirement	
6	Number of Employment with FGN	
7	Details of 2004 employment- Designation, Salary structure, Grade level & Step (if applicable)	
8	Details of 2007 employment- Designation, Salary structure, Grade level & Step (if applicable)	
9	Details of 2010 employment- Designation, Salary structure, Grade level & Step (if applicable)	
10	Details of 2013 employment- Designation, Salary structure, Grade level & Step (if applicable)	
11	Details of 2016 employment- Designation, Salary structure, Grade level & Step (if applicable)	
12	Details of 2019 employment- Designation, Salary structure, Grade level & Step (if applicable)	
13	Details of 2021 employment- Designation, Salary structure, Grade level & Step (if applicable)	
14	Details of 2024 employment- Designation, Salary structure, Grade level & Step (if applicable)	
15	Details of current year employment- Designation, Salary structure, Grade level & Step (if applicable)	
S/No	LIST OF REQUIRED DOCUMENTATION FOR ONLINE ENROLMENT	Upload Status
1	Letter of First Appointment/Gazette/Attestation (Police)	Mandatory
2	Birth Certificate/Age Declaration	Mandatory
3	Letter of Introduction from MDA (Original to be submitted)	Mandatory
4	Copy of Staff ID Card	Mandatory
5	Record of Service (Original copy to be submitted)	Mandatory
6	Promotion Letter as at 30 June, 2004 & Payslip(if applicable)	Conditionally Mandatory
7	Promotion letters & Payslips between 01 July, 2004 and December 2006 (if applicable)	Conditionally Mandatory
8	Promotion Letters & Payslips between January 2007 and December 2009 (if applicable)	Conditionally Mandatory
9	Promotion Letters & Payslips between January 2010 and December 2012 (if applicable)	Conditionally Mandatory
10	Promotion Letters & Payslips between January 2013 and December 2015 (if applicable)	Conditionally Mandatory
11	Promotion Letters & Payslips between January 2016 and December 2018 (if applicable)	Conditionally Mandatory
12	Promotion Letters & Payslips between January 2019 and December 2021 (if applicable)	Conditionally Mandatory
13	Promotion Letters & Payslips between January 2022 and December 2024 (if applicable)	Conditionally Mandatory
14	Last Promotion Letter & Current Payslip (if applicable)	Conditionally Mandatory
15	Evidence of Transfer of Service (if applicable)	Conditionally Mandatory
16	Evidence of Acceptance of Transfer of Service (if applicable)	Conditionally Mandatory
17	Evidence of Change of Name (if applicable)	Conditionally Mandatory
18	Evidence of extension of service (if applicable)	Conditionally Mandatory
19	Enrolment Registration Slip signed by Retiree	Mandatory
20	Medical Report (if applicable)	Conditionally Mandatory
21	Letter from the MDA Introducing the PDO (In case of Critical Health Condition)	
22	Copy of Staff ID Card of the PDO (In case of Critical Health Condition)	
23	Letter of Acceptance of Retirement or Disengagement (for those who retired or disengaged before their enrolment)	
24	Letter of confirmation of period of continuous service in the university system (for Professors)	