



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 current year employment- Designation, Salary structure, Grade level & Step (if applicable)

S/No	REQUIRED DOCUMENTS FOR UPLOAD	Upload Status
1	Letter of First Appointment/Attestation (Police)	Mandatory
2	Birth Certificate/Age Declaration	Mandatory
3	Letter of Introduction from MDA (Original to be submitted)	Mandatory
3	Promotion Letter as at 30 June, 2004 & Payslip(if applicable)	Conditionally Mandatory
4	Promotion letters between 01 July, 2004 and December 2006 & Payslips (if applicable)	Conditionally Mandatory
5	Promotion Letters between January 2007 and December 2009 & payslips (if applicable)	Conditionally Mandatory
6	Promotion Letters between January 2010 and December 2012 & payslips (if applicable)	Conditionally Mandatory
7	Promotion Letters between January 2013 and December 2015 & payslips (if applicable)	Conditionally Mandatory
8	Promotion Letters between January 2016 and December 2018 & Payslips (if applicable)	Conditionally Mandatory
9	Promotion Letters between January 2019 and December 2021 & Payslips (if applicable)	Conditionally Mandatory
10	Last Promotion Letter (Current) & Payslip (if applicable)	Conditionally Mandatory
11	Evidence of Transfer of Service (if applicable)	Conditionally Mandatory
12	Evidence of Acceptance of Transfer of Service (if applicable)	Conditionally Mandatory
14	Copy of Staff ID Card	Mandatory
15	Evidence of Change of Name (if applicable)	Conditionally Mandatory
16	Record of Service (Original copy to be submitted)	Mandatory
17	Medical Report (if applicable)	Conditionally Mandatory
18	Evidence of extension of service (if applicable)	Conditionally Mandatory
19	Enrolment Registration Slip signed by Retiree	Mandatory