

Internal Correspondence

From : **At** :

To : General Manager **At** : Megawatt House

Date : **Ref** :

Subject: DETAILS OF MEMBER JOINING THE PENSION FUND

First Name(s): **Surname:** **Title:**.....

Date of Birth: **I. D Number:** **Gender:**.....

E.C Number: **Date of Joining Company:**

Date Joined Pension Fund: **Designation:**

Grade:..... **Basic Salary:**.....

Employee Contributions Rate:..... **Employer Contribution Rate:**.....

Cellphone Number: **Email Address:**

Address: **Marital Status:**.....

Next of kin **Address**.....

Name of Spouse 1: **Spouse I.D Number:** **Date of birth**

Cell Number:..... **Email Address:**

Name of Spouse 2..... **Spouse ID Number**.....**Date of birth**.....

Cell Number:..... **Email Address:**

Names of Children	Relationship	Date of Birth	Birth Entry/ID Number

I hereby certify that the foregoing statements are strictly true and correct and that the employee has fulfilled the eligibility conditions as set out in the rules of the Fund and that the employee was in active employment on the first working day of joining the Fund. **Please attach certified copies of I.D, Marriage certificate and birth certificates for children.**

EMPLOYEE to fill :

FULL NAME:

SIGNATURE:

DESIGNATION:

EMPLOYER to fill:

FULL NAME:.....

SIGNATURE:.....

DESIGNATION:.....