

USER GUIDE FOR CONTRIBUTORY PENSION REMITTANCE AND CORRESPONDING SCHEDULE DELIVERY

- * Click on **“Employer Pension Lodgment via Remita”** on your PFC/PFA or Remita web site
- * Prepare pension upload schedule or use the **“Click here to generate a sample upload file”** 1 link on the web site
- * Complete the remittance form with the following information
 - * Employer Code 2
 - * Choose file to upload formatted pension schedule 3
 - * Provide Payer’s (Employer) detail and payment channel 1
- * Click on **“Submit”** 4 to generate Remita Retrieval Reference

The screenshot shows a web form for pension remittance. At the top, there's a link to generate a sample upload file (1). The form fields include:

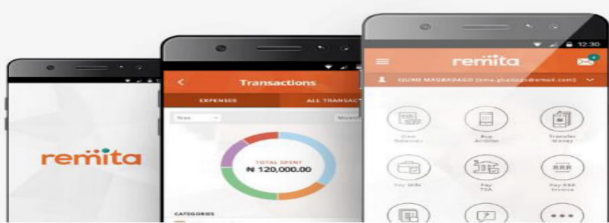
- EMPLOYER CODE: PR000017022 (2)
- File selection: Choose File (3) next to pensioncsvfile.xls
- AMOUNT TO PAY (₦): 6,885,406.50
- SELECT CURRENCY: NGN - Nigerian Naira
- PAYER'S NAME: Systemspecs Limited
- PAYER'S PHONE: +234 804 559 920
- PAYER'S EMAIL: adedire@gtail.com
- HOW DO YOU WANT TO PAY?: BANKBRANCH

 A 'PAYMENT SUMMARY' box on the right displays:

- ITEM AMOUNT (₦): ₦ 6,885,406.50
- Service Charge (₦): ₦ 0.00
- Total Amount (₦): ₦ 6,885,406.50
- AMOUNT IN WORDS (₦): Six Million, Eight Hundred And Eighty Five Thousand, Four Hundred And Six Nigeria Naira, Fifty undefined Only

 At the bottom, there are 'SUBMIT' (4) and 'RESET' buttons. A reCAPTCHA is also visible.

Completed pension remittance pay-in form with a sample uploaded schedule




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Payment Invoice

STATUTORY PENSIONS

Scan barcode below to pay



Generated on 07/12/2017

Remita Retrieval Reference

2201-7169-8439

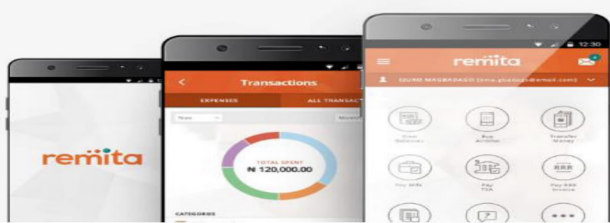
Payment Details

Description	Amount
pension schedule upload	NGN 6,885,406.50
Total Amount	NGN 6,885,406.50

SHOW DETAILS

Generated Remita Retrieval Reference RRR (2201-7169-8439) as shown above for payment processing

- * Print or copy out the Remita Retrieval Reference for processing at any Remita channel listed below.
 - * Any bank branch
 - * Bank Internet Banking platform
 - * Remita (Website or Mobile)
 - * Debit Cards



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