



Head, Customer Service
Tangerine Apt Pensions Limited
FMBN House, Plot 266, Cadastral AO,
Central Business District, Garki
Abuja.

Dear Ma/Sir,

UPATE FORM

I,..... An employee of .....with
RSA PIN....., Email Address ....., hereby
notify Tangerine Apt Pensions Ltd of the following change(s)/addition(s) in my registration particulars.

PLEASE TICK YOUR DESIRED CHANGE. [checked box]

- 1. Name [ ] (Indicate surname, first, middle)
2. Correction of name [ ]
3. Change of Employment/Transfer [ ]
4. Phone Number [ ]
5. Next of Kin (Name& Relationship) [ ]
6. Passport Mismatch [ ]
7. Home Address [ ]
8. Address of Organization [ ]
9. Date of Birth [ ]

a) Existing Personal Information with us:
.....
.....
.....
.....

b) Desired Change to Personal Information:
.....
.....
.....
.....

E-Statement Mandate: Would you like to receive e-statement only? Yes [ ] No [ ]

I certify that the above changes/additions are correct and authorize to reflect in my profile.

Thank you.

.....
Signature & Date

**FOR OFFICIAL USE**  
**RECEIPT CONFIRMATION**

Passport Photograph

Appointment/Transfer Letter from Employer

Visit or Physical interaction with Contributor

Change Request confirmation

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**FOR OFFICIAL USE**

\_\_\_\_\_  
Name of Change Personnel

\_\_\_\_\_  
Signature of Change personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Change Verifier

\_\_\_\_\_  
Signature of Verifier

\_\_\_\_\_  
Date

*N/B: The verifier must verify the signature, photograph, Names and Employer*

**Sanctions:** Any staff that sends incomplete change documents to Head Office will be will be sanctioned for each document.

**UPDATE FORM REQUIREMENTS**

**1. Change of Name**

- Marriage certificate (female only)
- Formal letter from employer confirming new name
- News paper publication
- Sworn court affidavit
- Valid Means of ID (NIN SLIP)

**2. Change of phone-number**

- Photocopy of valid ID (NIN SLIP)

**3. Change of Employment**

- Appointment/ Employment letter
- Photocopy of valid ID (NIN SLIP)

**4. Next of Kin (NOK)**

- Valid Means of ID (NIN SLIP)

**5. Mismatch Passport**

- One passport photograph
- Valid Means of ID (NIN SLIP)

**6. Employment/ Residence address**

- Appointment/ Transfer letter
- Valid Means of ID (NIN SLIP)

**7. Correction of Names**

- Valid Means of ID (NIN SLIP)

**8. Change of date of birth (DOB)**

- Hand written application letter
- Formal letter from employer/ record of Service confirming DOB
- Birth certificate/ age declaration
- Valid Means of ID (NIN SLIP)
- Receipt of payment (if payment was made to Nimc)