



HIGH COURT OF THE FEDERAL CAPITAL TERRITORY

Plot 426, Tigris Crescent, Maitama, P.M.B 89 Abauja

PERSONNEL DATA (CIVIL SERVANTS)



PLEASE READ THIS FIRST

This revised form requests for your personnel and salary data for the year 20..... Please personally complete in capital letters with blue or black ink. Read guidance notes overleaf and supply all information as required. The Court will use the data you provide for your emolument record without interviewing you. Hence, ensure your data is accurate. The Court will keep a confidential copy of your signature in a format. It will be used to prevent anyone from impersonating your record in future.

RETURN COMPLETED FORM THROUGH YOUR HEAD OF UNIT FOR SIGNATURE.

Affix
Passport photograph

Part A PERSONNEL DATA - TO BE COMPLETED BY ALL STAFF

1. Staff ID:	1.01B TIN No:	5.1 Date of Birth	6.1 State of Origin
<input type="text"/>	<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/>
		<small>(DD-Day; MM-Month; YYYY-Year)</small>	
2.1 Surname:	5.2 Sex (Mark X as appropriate)		6.2 Local Government
<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>		<input type="text"/>
2.2 Middle Name:	5.3 Marital Status (Mark X as appropriate)		
<input type="text"/>	Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/>		
2.3 Other Name:	7.1 Date of 1st Appointment		7.2 Position/Rank on 1st Appointment
<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y		<input type="text"/>
3. Residential Address (Do not use P.O. Box/P.M.B)			7.3 GL/Step on 1st Appointment
<input type="text"/>			<input type="text"/>
<input type="text"/>			
4.1 Department	4.2 Unit/Section	8 Date of Confirmation of Appointment	
<input type="text"/>	<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	
		<small>(DD - Day; MM - Month; YYYY - Year)</small>	
4.3 Location	9.1 Present Appointment		
<input type="text"/>	<input type="text"/>		
9.2 Date of Present Appointment		9.3 GL/Step	
<input type="text"/>		<input type="text"/>	
10 Qualification	11 Phone Numbers		
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
12 Do you occupy Government quarters? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, State House Number And Correct Address			
<input type="text"/>			

Part B FINANCIAL DATA - TO BE COMPLETED BY ALL STAFF

Employment Details

1.1 Bank Name	1.2 Banks Branch Address	1.3 Bank Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
3.1 Pension Fund Administrator	3.2 PIN Number	
<input type="text"/>	<input type="text"/>	

4 N.H.F. Registration Number

5 Association(s)

Part C LIABILITY STATUS - TO BE COMPLETED BY ALL STAFF

Date	Type/Nature of Liability	Total Sum	Monthly Deduction	End Date

Part D DECLARATION ATTESTATION

1. I.....do solemnly declare that all information given on this form are correct and stand liable for any misinformation.

Signature/Date

2.

Head of Unit (Signature/Date)

Chief Registrar / Head of Dept. Signature/Date

NOTE Any staff who fails to complete and return form within the stipulated period will be assumed to be a Ghost Worker and treated as such.

Part 1 Personal Data - to be completed by all Staff

1 Staff ID: This is your Personnel File Number. Write as it appears in your records with the personnel department e.g. FCT/JD/PER/XXX where XXX Stands for your ID No.

2 Name: Do NOT write any title e.g. Mr. Mrs. Alhaji etc

Part 2 Financial Data - to be completed by all Staff

1.2 Bank Branch Address: This is the location of your bank e.g Area 7, Garki, Abuja etc. Do NOT only write Abuja. There may be several branches of your bank within Abuja Please, specify the street and district.

2. TIN No: This is your Tax Identification Number (PAYE)

3.2 Personal Identification Number (PIN): This is your personal identification number given to you by your Pension Fund Administrator

Signature: Use blue/black ink to sign a clear representation of your signature, Thumb print if can't sign.

4.1 Department: This is the dept to which you are assigned to work in the Court. Select one from: Hon. Chief Judge Chamber, Chief Registrar Office, Accounts, Administration, Litigation, Magistracy, Alternate Dispute Resolution (ADR), Planning Research & Statistics (PRS), Training, Probate, Library and ICT.

5. Association: Indicate if you belong to any of the under listed associations:

- a. Chief Registrars Association of Nigeria (CRAN)
- b. Magistrates Association of Nigeria (MAN)
- c. NONE Please write NONE in the box if you do not belong to any