



# DATA RECAPTURE GUIDELINES

In order to successfully complete the Data Recapture process, the requirements listed below are mandatory and must be provided in the specific formats required.

## PRIVATE SECTOR

- 1** Employment letter (from current employer or last employer if no longer in service)
- 2** NIMC slip indicating National Identification Number (NIN)
- 3** One colored passport photograph taken against a white background
- 4** Signature

## PUBLIC SECTOR

- 1** Employment letter/Appointment letter (from current employer or last employer if no longer in service)/ First Attestation letter in the case of Police staff.
- 2** NIMC slip indicating National Identification Number (NIN)
- 3** One colored passport photograph taken against a white background
- 4** Signature
- 5** Last promotion letter
- 6** Pay slip for June 2004, January 2007, July 2010, December 2013, December 2016 and current pay slip (those who joined after 2004 should provide pay slip for later dates listed).

## REQUIRED FORMATS

All documents must be uploaded in either of these formats (jpeg, jpg, png) and each document size must not exceed 11kb – 500kb.

### PASSPORT PHOTOGRAPH SPECIFICATION

- 1** The photo should have full frontal 24-bit color images - all facial features from bottom of the chin to top of the forehead (including both edges of the applicant's face) must be clearly shown.
- 2** The photo should be well focused on the eye, nose, mouth, forehead and chin region.
- 3** The photo should capture any tribal marks.
- 4** The photo should have neutral facial expression with mouth closed and eyes opened.
- 5** The picture illumination should be bright and equally distributed with no shadows.
- 6** There should be no eyeglasses worn in the photo.

### IMPORTANT NOTICE

- 1** Please ensure your NIMC details (DOB and Surname) matches with your ARM record, otherwise please see requirements for update below.
- 2** Please ensure that the national identity number provided corresponds with what is stated on the NIMC slip.
- 3** Please be aware that the NIN is not the same as the document number stated on the National Identity Card (the NIN is only stated on the NIMC slip). You can also access your NIN by dialing \*346# with your registered number.
- 4** Please note that the NOK provided should not be a minor (must be 18 years and above).

In cases of DOB Mismatch, client should provide the underlisted documents to initiate date of birth regularization;

- Filled date of birth update form
- Birth certificate/ Age declaration
- Application letter
- NIMC Slip
- Letter of confirmation of date of birth from employer
- Record of Service (for Public sector only)

In cases of name mismatch, client should provide the underlisted documents to initiate change of name update;

- Name update form
- Newspaper publication
- NIMC slip
- affidavit for change of name
- Marriage certificate if change is due to marriage)
- Letter of confirmation of name from employer (if in active service) or exit letter.
- Application letter