

CHECK LIST OF REQUIREMENTS FOR WITHDRAWAL UNDER PENSION SCHEME.

1. NORMAL RETIREMENT (Age above 50 years)

- Application letter (Written by the Retiree)
- Letter of Appointment
- Standard Notice of Retirement
- Birth Certificate/Age Declaration
- Last 3 Months Pay slip
- Letter of Retirement
- 2 recent passport photograph
- **Lastly if from the private sector a letter from the employer stating payment of accrued right to the employee and full remittance of his pension contribution up to the point of exit and evidence of payment of accrued right.**
- Bank details which includes i) Account Number ii) Account name iii) bank name and address including street number.
- For FGN workers PenCom verification certificate is also required

(Benefit payment here could be Programmed withdrawal or Annuity, for Retiree who is interested in PROGRAMMED WITHDRAWAL, the retiree should be given Programmed Withdrawal Agreement to sign. A copy is attached)

2. 25% PART PAYMENT (Retirement before the Age of 50 years)

- **Application letter**
- **Letter of Appointment**
- **Birth Certificate/Age Declaration**
- **Last 3 Months Pay slip**
- **Letter of Termination/Retrenchment/Dismissal/Resignation**
- **Letter from employer stating full remittance of pension contribution and accrued right.**
- **Bank details which includes a) a/c no b) a/c name c) bank d) bank location @ address including street number.**
- **2 passport photograph**

Please note that resignation is now allowed for withdrawal

3. DEATH BENEFIT CLAIMS (if the decease is RSA holder)

- **Application letter from the next of kin (NOK) stating the PIN number of the deceased**
- **Two recent passport of the NOK**
- **Any form of acceptable identification documents**
- **Notice of Death from the employer**
- **Copy of Letter of Appointment**
- **Copy of birth certificate/declaration of age**
- **Copy of last pay slip within the year of demise**

- **Letter of introduction from the MDA (employer) stating date of first appointment ,date of birth, date of death , grade level and step as at june,2004 and grade and step as at the month of death.**
- **Death Certificate or evidence of death**
- **Letter of indemnity (PenCom form)**
- **Letter of Administration (verified in court by the Account Officer)**
- Bank details which includes i) Account Number ii) Account name iii) bank name and address including street number.

DEATH BENEFIT ACCOUNT (DBA) for Next of Kin (NOK)

- Application letter from the NOK
- DBA Form (to be completed by the Next of Kin (NOK))
- Copy of Letter of Appointment
- Two recent passport of the NOK
- Copy of birth certificate/declaration of age
- Copy of last pay slip as at 30, June 2004 (FGN staff)
- Copy of last pay slip within the year of demise
- Letter of introduction from the MDA (employer) stating date of first appointment ,date of birth, date of death , grade level and step as at june,2004 and grade and step as at the month of death.
- Death Certificate or evidence of death
- Letter of indemnity
- Letter of Administration (verified in court by the Account Officer)
- Bank details which includes i) Account Number ii) Account name iii) bank name and address including street number.

For Private Sector last pay slip as at June 2004 and letter of introduction from the MDA should be ignored.

PLEASE NOTE THAT ALL THE DOCUMENTS LISTED UNDER EACH CATEGORY ARE STATUTORY AND NO APPROVAL WILL BE GRANTED IF ANY OF THEM IS MISSING; THEREFORE ENSURE EACH REQUEST IS BACKED BY COMPLETE DOCUMENTS BEFORE YOU SEND THEM TO HEAD- OFFICE.

SANCTION FOR SENDING INCOMPLETE DOCUMENT IS THAT, YOUR ACCOUNT WILL BE DEBITED FOR THE COURIER COST OF SUCH ITEM AS MANY TIMES AS YOU MADE THAT MISTAKE. PLEASE BE GUIDED