

ACCESSING BENEFITS

At retirement, every individual is entitled to a lump sum and a monthly pension (Programmed Withdrawal). Alternatively, he/she can purchase a Life Annuity from an insurance company. Below is a table comparing the Programmed Withdrawal and the Life Annuity.

	PROGRAMMED WITHDRAWAL (PW)	LIFE ANNUITY
PROVIDER	PENSION FUND ADMINISTRATOR (PFA)	INSURANCE COMPANY
LUMPSUM PAYABLE	MINIMUM OF 25% OF RSA BALANCE PAID AS LUMPSUM	LUMP SUM IS PAID FROM THE REMINANT OF THE RSA BALANCE AFTER PREMIUM FOR THE ANNUITY HAS BEEN PROVIDED FOR.
MINIMUM GUARANTEED PERIOD	ESTIMATED LIFESPAN FOR MALE IS 82 AND FEMALE IS 84	10 YEARS
DURATION OF MONTHLY PAYMENT	PAYMENT IS MADE FOR AS LONG AS ACCOUNT IS FUNDED	PAYMENT IS MADE FOR AS LONG AS THE RETIREE IS ALIVE.
BALANCE OF RSA UPON DEATH	SHOULD A RETIREE DIE, THE REMAINING RSA BALANCE IS PAID OUT TO THE DECEASED'S ESTATE	SHOULD AN ANNUITANT DIE WITHIN THE GUARANTEED PERIOD (ie BEFORE 10 YEARS), INSURANCE WILL CALCULATE THE REMINANT OF THE GUARANTEE PERIOD AND PAY TO THE BENEFICIARY. IF THE ANNUITANT DIES AFTER 10 YEARS, NO OTHER PAYMENT IS MADE TO THE FAMILY.
OPTION TO CHANGE	A RETIREE ON PW CAN CHANGE TO ANNUITY BUT WILL NOT BE PAID A SECOND LUMPSUM	ONCE AN INDIVIDUAL HAS PURCHASED A LIFE ANNUITY, HE/SHE CANNOT CHANGE TO PROGRAMMED WITHDRAWAL

The following are the various scenarios by which Withdrawals can be made on your Retirement Saving Account (RSA);

I. Retirement Benefit Withdrawal:

The retirement benefit is categorized in accordance with the Customers' respective sector of employment i.e. Public or Private sector.

A. Public Sector Retirees:

Retirees from the Public sector, who have retired (above 50 years) under the terms and condition of employment of the Federal Government are to provide copies of the following documents for the processing of their retirement benefit;

- *Official notice of retirement from employer;*
- *Last pay-slip(month before retirement);*
- *Copy of the Retirement Benefit Registration Slip;*
- *Proof of enrolment with Fidelity Pension Managers Limited;*
- *Completed Indemnity form (also stamped at the high court);*
- *Two passport photographs; and*
- *Bankers' Confirmation Letter from participant's designated bank with stamped affixed passport photograph, stating their name, account number and sort code.*

Upon receipt of the above documents, the Customer is presented with the Programmed Withdrawal Agreement OR Annuity Provisional Agreement Form for completion. Benefit Administration Unit (BAU) of FPML will calculate the benefit payment and inform the Customer in order to confirm the choice of benefit payment from the options available, and the applications will be sent to PenCom for benefit payment approval.

B. Private Sector Retirees:

Retirees from the Private sector, who have retired (above 50 years) under the terms and condition of employment of their respective organization (i.e. last employer), are to provide copies of the following documents for the processing of his/her retirement benefit;

1. *Official notice of retirement from employer;*
2. *Last pay-slip(month before retirement);*
3. *Proof of enrolment with Fidelity Pension Managers Limited;*
4. *Evidence of any accrued pension entitlements not remitted into your RSA (if any) from employer;*
5. *Two passport photographs; and*
6. *Bankers' Confirmation Letter from participant's designated bank with stamped affixed passport photograph, stating their name, account number and sort code.*

Upon timely receipt of the above documents, a letter requesting for Accrued right remittance will be sent to your ex-employer (i.e. evidence of any accrued pension entitlements remitted into your RSA). Upon the receipt of the letter from your employer, the Customer is presented with the Programmed Withdrawal Agreement OR Annuity Provisional Agreement Form for completion. Benefit Administration Unit (BAU) of FPML will calculate the benefit payment and inform the Customer in order to confirm the choice of benefit payment from the options available, and the applications will be sent to PenCom for benefit payment approval.

II. Death Benefit Withdrawal:

The beneficiary/Next of Kin (NOK) applying for death benefit on the RSA of a deceased Customer must provide the following items (i), (ii), (iii)and any one of items (iv) – (ix) below:

- (i) Letter of Administration or Will admitted to Probate;
- (ii) Certificate of Death/Cause of Death;
- (iii) Bankers' Confirmation Letter from Next of Kin(s) designated bank with stamped affixed

- passport photograph, stating their name, account number and sort code.
- (iv) Certificate of Registration of Death;
- (v) Police Report (if death is by accident);
- (vi) Burial Warrant issued by a Local Government Council;
- (vii) Evidence of Death/Burial issued by an Islamic Community Head or Judge of a Sharia Court.
- (viii) Evidence of Death/Burial issued by a Leader of a registered church.
- (ix) Copy of obituary poster (if any)

Upon timely receipt of the above documents, we will send applications to PenCom for benefit payment approval.

Note: where the administrator of the deceased estate/beneficiary is more one person, an Estate Account will be opened and the beneficiaries will be signatories to the account.

III. Hardship Benefit Withdrawal (25% lump sum):

The hardship benefit withdrawal is specifically for employees whose employment has been terminated or disengaged before attaining the age of 50 years and have not been in any form of paid/gainful employment for a minimum period of six (6) months. Please be informed that the following are the requirements for the processing of the 25% benefit withdrawals:

1. Hand written application letter
2. Birth Certificates/Age Declaration
3. Letter of Termination/Dismissal from employer
4. Last Pension statement letter
5. 2 passport photographs
6. *Bankers' Confirmation Letter from Next of Kin(s) designated bank with stamped affixed passport photograph, stating their name, account number and sort code.*

Upon timely receipt of the above documents, a letter requesting for Accrued right remittance will be sent to your employer (evidence of any accrued pension entitlements remitted into your RSA). Upon the receipt of the letter from your employer, we will send the applications to PenCom for benefit payment approval.

IV. On medical ground (i.e. retirement due to medical reason):

The processing of a Customer's retirement benefit based on medical ground i.e. incapacity due to health conditions; will require the Customer to provide us (FPML) the following documents:

- Certified true copy of a medical certificate issued by a properly constituted Medical Board or a suitably qualified physician;
- The letter of notification of retirement issued by the employer also authenticating the medical certificate; and
- Pay slip (last pay slip received) or evidence of total annual remuneration.
- Evidence of any accrued pension rights/acknowledgement of indebtedness (for private sector employees).

V. Withdrawals in the Case of Missing Person:

The processing of benefit in case of missing persons, the employer and/or Next-of-Kin shall notify Leadway Pensure PFA of the disappearance of the employee/retiree after a minimum period of 12 months following the disappearance of the missing person.

The Next-of-Kin shall provide a satisfactory means of identification as follows;

- a. Current International
- b. Traveling Passport
- c. National Identity Card or
- d. Letter of confirmation of identity from his/her bank or Notary Public.

Upon satisfactory identification of the Next-of-Kin, Fidelity Pension Managers Limited shall demand items (i) and (ii), if available, and item (iii) of the list below, which

shall serve as adequate evidence that the employee/retiree is missing:

- A Police Report confirming that the person has been missing with effect from the reported date, the circumstance of the disappearance and that the person has not been found after 12 months.
- Letter of confirmation of disappearance from the employer (if in active employment at the time of disappearance) also bearing the passport photograph of the missing person.
- Newspaper publication announcing the disappearance of the person