



## **ACCESSING RETIREMENT BENEFITS UNDER ANNUITY OPTIONS**

A checklist of required documents to be submitted in accessing Retirement Benefits under “Life Annuity” options.

Relevant documents in case of Voluntary / Normal Retirement in Annuity Option include::

- Copy of contractual agreement with Insurance Company.
- Letter of application for retirement in previous employment
- Letter of approval from employer granting retirement
- Copy of enrolment letter from Premium Pension Limited
- Salary pay slip (showing Salary Grade Level/Step) at the period of exit
- Copy of verification slip from PENCOT
- Copy of birth certificate/sworn declaration of age
- A letter from your bank confirming ownership of Account Number and branch for the purpose of remitting your benefit.(NUBAN)
- Confirmation of next-of-kin
- Original copy of executed Retiree Indemnity Form (Public Sector retirees only)
- Completed Standard Notice of Retirement Form with Passport attached

Premium Pension Limited