

RC: 619488



Premium Pension Limited

CHECKED LIST OF DOCUMENTS FOR PROCESSING OF TERMINATION/VOLUNTARY RETIREMENT PUBLIC SECTOR

NAME OF RETIREE.....
PIN NUMBER.....
PHONE NUMBER.....
CONTACT ADDRESS.....
ORGANIZATION.....
EFFECTIVE DATE OF RETIREMENT.....
DATE OF SUBMISSION.....

- 1. Letter of Application for 25% of RSA balance (Below 50 years only).....
2. Letter Conveying Termination of Appointment/Approval of Retirement from Employer.....
3. Copy of birth Certificate/Sworn declaration of age.....
4. Copy of enrollment letter issued by Premium Pension Ltd.....
5. Salary Pay slip as at the period of exit not more than three months before Termination.....
6. Letter from the Bank showing ownership of Account Number for the Purpose of remitting your retirement benefits.....
7. Copy of verification Slip from National Pension Commission.....
8. Completed copy of Standard Notice of Retirement Form with Passport.....
9. Completed Retiree Indemnity form.....

Note: item 8, & 9 will be issued in our Pension Service Center located at First Bank Plc (Main Branch Office) nearest to you.

PPL BRANCH OFFICER NAME.....

ORIGINATING BRANCH.....

PROCESSED BY.....

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