**CHECKLIST OF DOCUMENTS FOR PROCESSING OF TERMINATION/VOLUNTARY**

**RETIREMENT PRIVATE SECTOR & SELF FUNDING FGN ORGANIZATIONS**

**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 from the Bank showing ownership of Account Number for the Purpose of

remitting your retirement benefits………………………………...…………………….

1. Letter Conveying Termination of Appointment/Approval of Retirement from Employer…………………………………………………………………………….…
2. Copy of birth Certificate/Sworn declaration of age……………………….....................
3. Copy of enrolment letter issued by **Premium Pension Ltd**………………....................
4. Salary Pay slip as at the period of exit not more than three months before Termination / Retirement……………………………………………………………………………..
5. Completed copy of Standard Notice of Retirement Form with passport……………….
6. Letter of Acknowledgement of non-indebtedness to Employee from Employer or Proof of remittance of accrued rights/pension contributions as at the time of exit……..

**Note: item 7 will be issued in our Pension Service Centre located at First Bank Plc (Main Branch Office) nearest to you.**

**PPL BRANCH OFFICER:**

**NAME…….……………………………………...……… ORIGINATING BRANCH………………… SIGNATURE/DATE……...……………………………**

**PROCESSING OFFICER BAS:**

**NAME…………………………………………................SIGNATURE………................………… DATE: …….……………………………………....…**

Contact Benefit Staff: Funmi: 08123359992, Maryam: 09029684587, Yunusa: 08126131316, Umma: 08037009173, Mukhtar: 08126131327, Ladan: 08126131325 and Call Centre on 09 - 4615701 or Email benefitpayment@premiumpension.com, csu@premiumpension.com,