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CHECKLIST OF DOCUMENTS FOR PROCESSING OF TERMINATION/VOLUNTARY RETIREMENT PRIVATE SECTOR & SELF FUNDING FGN ORGANIZATIONS - 25%

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 (For retirees below 50 years of age).....
- 2. Current Bank Statement or a Letter from the Bank with Account details
- 3. Letter from Employer conveying Termination of Appointment/Approval of Retirement
- 4. Copy of Birth Certificate/Sworn declaration of age.....
- 5. Copy of Enrolment letter issued by **Premium Pension Limited**.....
- 6. Salary Pay slip within the last three months of exit before termination/Retirement.....
- 7. Completed copy of Standard Notice of Retirement Form with passport.....
- 8. 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 can be obtained from any of our offices or downloaded from our website.

For Official use

PPL BRANCH OFFICER:

I confirm that I sighted the original copies of the photocopies received:

NAME..... ORIGINATING BRANCH..... SIGN/DATE.....

BAS PROCESSING OFFICER:

NAME.....SIGNATURE..... DATE:

For all enquiries; contact our Call Centre on 09 – 4615701 and/or Email: csu@premiumpension.com