



CHECKLIST OF DOCUMENTS FOR THE PROCESSING OF NORMAL RETIREMENT PUBLIC SECTOR

NAME OF RETIREE.....

PIN NUMBER.....

PHONE NUMBER.....

CONTACT ADDRESS.....

ORGANIZATION.....

EFFECTIVE DATE OF RETIREMENT.....

DATE OF SUBMISSION.....

- 1. Letter of Notification of Retirement from previous employment.....
- 2. Letter of Approval of Retirement on the organization’s letter Headed paper.....
- 3. Cop of birth Certificate/Sworn declaration of age.....
- 4. Copy of Enrolment letter issued by Premium Pension Ltd.....
- 5. Salary Pay slip within the last three months of exit before termination/Retirement
- 6. Current Bank Statement or a Letter from the Bank with Account details
- 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.....
- 10. Copy of Programmed Withdrawal Agreement/Consent Form.....

*****Note: Items 8, 9 & 10 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.....SIGN..... DATE:

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