



DOCUMENTATION REQUIREMENT CHECK LIST FOR TWENTY FIVE PERCENT (25%)

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Sworn Affidavit Stating Status of Unemployment (under 50 years)
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

DOCUMENTATION REQUIREMENT CHECK LIST FOR ENBLOC PAYMENT

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Last Pay slip
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

DOCUMENTATION REQUIREMENT CHECK LIST FOR EXPATRIATES

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Letter from Employer stating client's wish to go back to home country
- Letter from Embassy stating client's wish to go back to home country
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)



DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PUBLIC SECTOR)

- Duly Filled Death Benefits Application form
- Next of Kin Indemnity Form
- Death Notification Form (MDA)
- Medical Certificate of Death/Registration of Death
- Declaration of wish/evidence of nomination of next of Kin
- Copy of First Appointment Letter
- Copy of Declaration of Age
- Copy of last Pay-slip within the year of death
- Copy of Pay-slip as @ 30th June 2004
- copy of Pay-slip as @ January 2007
- copy of Pay-slip as @ June 2010
- Letter of introduction from employer stating date of 1st Appointment, Date of Birth, Date of Death, Next of Kin, Grade level & step at June 2004, Grade level & Step at January 2007, Grade level & Step at June 2010, Grade level & Step at month of Death
- Letter of Administration
- Two Passport Photographs
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- Bank Confirmation of Account (NUBAN)

DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PRIVATE SECTOR)

- Duly Filled Death Benefits Application form
- Medical Certificate of Death/ Registration of Death
- Letter of Administration
- Next of Kin Indemnity Form
- Two Passport Photographs
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- Bank Confirmation of Account (NUBAN)
- Photocopy of the Signature of the Deceased



DOCUMENTATION REQUIREMENT CHECK LIST FOR LUMPSUMP/PROG. WITHDRAWAL

- Duly Filled Legacy Notice of Retirement form
- Retiree Indemnity form
- Duly Executed Programmed Withdrawal Agreement
- Retirement Letter From Employer
- Last 3 Months Pay-slip
- Two Passport Photographs
- PenCom Registration Slip
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- Bank Confirmation of Account (NUBAN)

DOCUMENTATION REQUIREMENT CHECK LIST FOR VOLUNTARY CONTRIBUTION

- Duly Filled Legacy Notice of Retirement form
- Written Application
- Appointment Letter/Retirement Letter
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- Tin Number (Tax Identification Number)

DOCUMENTATION REQUIREMENT CHECK LIST FOR NSITF PAYMENT

- Duly Filled Legacy Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/
acknowledgement of indebtedness by employer (To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)