

REQUIREMENTS FOR PAYMENT OF LUMP SUM AND PROGRAMMED WITHDRAWAL

- Official notice of Retirement/Acceptance of Retirement
- Last Pay Slip
- Evidence of any Accrued Rights
- Signed copy of Programmed Withdrawal Agreement
- National Pension Commission Indemnity Form
- Birth Certificate /Declaration of Age
- Bank Confirmation of account details
- 2 Passport sized photographs

Note: the retiree also has a right to opt for Annuity, in which case the retiree issues us a letter backed by his Insurance Company of choice.

• REQUIREMENTS FOR PAYMENT OF 25% OF RSA BALANCE

Compulsory Retirement (Disengagement, dismissal, termination etc)

- *Letter of Disengagement, Dismissal, Termination etc.*
- *Pay slip or evidence of total annual remuneration*
- *Letter from employer clarifying payment of Accrued Rights or other entitlements if any*
- *Evidence/acknowledgement of indebtedness if any by employer*
- *Birth Certificate/Declaration of Age*
- *2 Passport sized photographs*
- *Bank Confirmation of account number*
- *Evidence of non employment for six months i.e. Court Affidavit of Facts*
- *Valid means of Identification (Driver's License, Intl Passport, Notary Public and National I.D Card)*

RETIREMENT ON MEDICAL GROUNDS

- A medical Certificate issued by a properly constituted medical Board or a suitably qualified physician stating the status of the retiree/client
- Sworn Declaration of NoK as Special Guardian to RSA holder
- A letter of notification of retirement issued by his/her employer also authenticating the medical Certificate
- Pay slip or evidence of annual total remuneration
- Evidence of any accrued pension rights/ acknowledgement of indebtedness (if an employee of the private sector)
- Bank Confirmation of account details
- 2 passport sized photographs
- Identification of Special Guardian/NoK

NOTE:

- *The letter of retirement must state that the retirement is based on medical grounds.*
- *Only twenty five percent (25%) of RSA balance shall be released to the RSA holder if below 50 years of age. Please note that there is a clear distinction between payment of benefits on medical grounds and a Health Insurance Scheme.*

DEATH BENEFITS ADMINISTRATION FOR PUBLIC SECTOR

There are basically two different categories of the Administration of Death benefits:

- Administration to Next-of-Kin(s) (NoKs) of Deceased RSA holders
- Administration to NoKs of deceased non RSA holders – (DBA Account)
- Evidence of Death:
 1. Letter of Administration or Will admitted to probate
 2. Certificate of death/Cause of death
 3. Certificate of registration of death
 4. Police Report (If death by accident)
 5. Burial Warrant issued by a Local Government Council
 6. Evidence of Death/Burial issued by an Islamic Community Head or Judge of a Shari a Court
 7. Evidence of Death/Burial issued by a leader of a registered church.
 8. Copy of obituary poster if any
 9. Copy of Declaration of Age
 10. Copy of last pay slip within the year of death
 11. Letter of First Appointment
 12. Copy of pay slip as at 30th June 2004 (in the case of government employee)
 13. Letter of introduction from employer stating date of first appointment, date of death, date of birth, grade and step as at June 2004 and GL/Step as at the month of death.

DEATH BENEFITS ADMINISTRATION FOR PRIVATE SECTOR

Requirements:

- Means of Identification (National I.D/Drivers License or Intl. Passport)
- Two Passport sized photographs
- Letter of Administration from NoK
- Next of Kin Indemnity Form
- Bank confirmation of Individual or Estate Account on NoK