

IMPORTANT INFORMATION

- ◆ Applications will **ONLY** be processed if all the required documents are complete.
- ◆ Offer of gratification to any PAL staff for processing of your pension benefit is strictly prohibited.

DEFINITIONS

“RSA” means Retirement Savings Account

“Applicant” means the person making application

Please tick box {X} to indicate all document provided

1. Passport Photographs

Four recent passport photographs of the applicant are required.

2. Birth Certificate/Age Declaration

A). It is required that the applicant provides his/her birth certificate or sworn court declaration of age.

B). The date of birth on the document must be same as on our records.

3. Employer Confirmation letter

(Private Sector Clients & Self-funded Government Organizations only)

A). A written request will be sent from PAL to the client’s previous employer to confirm date of birth, length of service and remittance of all contributions into the client’s RSA.

B). Client’s payment application can only be processed for approval to the National Pension Commission upon receipt of the above mentioned letter from the previous employer.

4. Bank Account Details

A). The client must provide his/her personal bank account statement showing NUBAN details only. **PAL will not pay into a 3rd party account.**

B). A duly signed bankers’ confirmation letter from the client’s bank showing account details is required in the absence of (A) to enable PAL pay into Commercial Banks ONLY.

5. Retiree Detail Form

A). Form is attached and should be completed.

6. Retirement Letter

A). The retirement letter (which should be on the letter head of the employer) must state the effective date of retirement and should be addressed to the client. The original copy must be presented for sighting.

7. Pay slip

(A) ANY of last three months before month of exit.

8. Bond slip

A). A copy of the retirement benefit slip issued to the client at the FGN verification exercise is required.

B). The bond slip is compulsory for Fed. Govt. employees who joined service before the commence of the Contributory Pension Scheme in June 2004 and whose accrued rights are yet to be remitted.

9. Means of Identification

This can be ANY of National Identity Card, Valid International Passport or Letter of confirmation of identity from the bank or a Notary Public which must have a stamped passport photograph.

NOTE — The date of birth on **ANY** of the above means of identity submitted must be the same as the client’s date of birth on our records.

10. Indemnity Form and Programmed Withdrawal Agreement

A). PAL requires the original copy of the retiree indemnity form endorsed by the court. This is applicable to public sector applicants **only**.

B). The programmed withdrawal agreement must be signed by the applicant and witnessed by an independent party. It is applicable to retirees whose RSA balance is N550,000.00 and above.

11. Provisional Life Annuity Agreement/Request for Annuity Payment Option

The annuity document is to be provided by any of the approved Life Insurance Companies. A signed request letter indicating the retiree’s option for lump sum and annuity payment should also accompany the annuity document.

OFFICIAL USE

RECEIVING OFFICER: *I confirm that all original documents were sighted by me*
NAME:

BRANCH:

DATE:

SIGNATURE:

HEAD OFFICE (PENSION SERVICE CENTRE)

NAME:

DATE:

SIGNATURE: