

# Check list (requirements) for NSITF **Transfer** Application

Applications will ONLY be processed if they include the required documents. If any document is missing, the application will be considered **incomplete** and **not accepted** until the documents have been provided. Please refer to required document checklist below for your application type. Original documents are required for sighting.

**OFFER OF ANY FORM OF GIFT OR CASH TO ANY STAFF TO PROCESS YOUR PENSION BENEFIT IS STRICTLY PROHIBITED**

**Call 012716000 to report any request for gift or cash**

## Definitions

"ID" means Identification

"SIPML" means Stanbic IBTC Pension Managers Limited

"RSA" means Retirement Savings Account

"NSITF" means National Social Insurance Trust Fund

"Applicant" means the person making the application.

**{Please tick box (X) to indicate all documents provided}**

### 1. Application Form

- a) This is the duly completed and signed application form which clearly states the client is applying for the transfer of his/her NSITF contributions into his/her RSA.
- b) The RSA holder's signature on the application must be the same as that on our records.

### 2. Original NSITF/NPF Certificate

Original NSITF/NPF certificate received during service should be submitted. In the absence of the original document, please provide the following:

- a) Original sworn affidavit for loss or non-issuance of the certificate (stamped at the high court).
- b) Original **Employer** letter of indemnity (stamped at the high court)
- c) Where companies have been closed down, the original **Personal** letter of indemnity (stamped at the high court) should be provided along with;
  - i. Appointment letter
  - ii. Promotion letter

### 3. Change of Name

Where a RSA holder's name has been changed from what is on the NSITF/NPF certificate, he/she will have to present either a copy of her marriage certificate or newspaper publication as evidence of the name change.

### 4. Means of Identity

Valid means of ID is any **ONE** of the under listed:

- a) National Identity Card
- b) Valid International Passport
- c) Valid Drivers' License
- d) Employer ID
- e) Voter's card

**PLEASE NOTE THAT** the means of ID must have at least **six (6) months** before it expires and the date of birth on the above means of ID must be the same as the date of birth on our records.

### 5. Deceased Clients

In the case of deceased clients, the following additional documents should be submitted:

- a) Sworn affidavit (stamped at the high court)
- b) Will admitted to Probate or Letter of Administration
- c) Death certificate of the deceased client
- d) Personal letter of indemnity signed by the beneficiary of the deceased client