

## Check list (requirements) for 25% 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 while clients resident abroad can submit **notarized** copies of their documents via email.

**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

"Applicant" means the person making the application

**NOTE:** If you have Pre 2004 contributions in your RSA and are eligible to apply, kindly do so **before** applying for 25%. Once you have been paid 25% of your contributions, you will **no longer be eligible** to apply for any Pre-Act contributions. **It is also important to state that you can only access 25% of your Retirement Savings Account once in a lifetime.**

**{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 25% of his/her RSA balance.
- b) The RSA holder's signature on the application must be the same as that on our records.

#### 2. Passport Photograph

One passport photograph of the applicant is required.

#### 3. Birth Certificate/Age Declaration

It is required that the client provides his/her birth certificate or an age declaration from the Court.

**PLEASE NOTE THAT** the age on the birth certificate/age declaration must be the same as the age on our records.

#### 4. Exit Letter from Employer

- a) The letter (which should be on the letter head of the employer) must state the effective date and mode of exit.
- b) The applicant must have waited for **4** months after exit (and still without another job) to qualify for 25% application.

**PLEASE NOTE THAT** Lagos State employees who retire compulsorily can apply if they are still unemployed after 3 months.

#### 5. Confirmation Letter (Private Sector Clients and Self-Funded Government Organisations only)

A letter will be sent from Stanbic IBTC Pension Managers Ltd (SIPML) to the client's previous employer to confirm remittance of all contributions into the client's RSA, length of service as well as client's date of birth. The application can only be processed for approval from the National Pension Commission on receipt of the employer's response.

#### 6. Original Bond Certificate & Clearance Letter (Employees of Lagos State only)

- a) Original certificate received during Bond ceremony.
- b) Retiree is to complete the Lagos State's clearance process to enable the Government issue a clearance letter to SIPML.

**PLEASE NOTE THAT** retirees of self-funded Lagos State institutions are not required to submit bond certificates.

#### 7. Bank Account Details

The client must fill his/her valid **bank account number** (not a 3<sup>rd</sup> party's account) on the application form. It is important that account names match what is on our record to prevent payment returns by the bank.

#### 8. 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) Permanent Voter's Card
- e) \*Letter of confirmation of identity from the bank (this must be on the bank's letter head paper and duly stamped and signed)
- f) \*Letter of confirmation of identity from a Notary Public (this must be on the notary public's letter head paper and duly signed and sealed)

\*Passport photograph of the applicant must be on the letter duly stamped by the issuer.

**PLEASE NOTE THAT** the means of ID must be **valid** at the point of submission.