

Check list (requirements) for Foreigner 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.

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

1. Application Form

- a) The duly completed and signed application form must state that the client is applying for his/her total RSA balance enbloc as a foreigner.
- 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. Retirement Letter

The retirement letter must state the effective date of retirement. This letter is to be on the letter head of the Employer and must state that the foreigner wishes to return to his/her country.

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

- a) A letter will be sent from SIPML to the client's previous employer to confirm remittance of all contributions into the client's RSA, his/her length of service, nationality, date of birth and intention to return to home country.

PLEASE NOTE THAT the application can only be processed for approval from the National Pension Commission on receipt of the employer's response.

5. Bank Account Details (which must be a Nigerian Bank)

The client must fill his/her valid **bank account number** (not a 3rd 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.

6. Means of ID

Means of ID for a foreigner must be his/her valid international passport issued by his/her home country.

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