

Check list (requirements) for Enbloc 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) This is the duly completed and signed application form which clearly states the client is applying for his/her total RSA balance enbloc

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. Retirement Letter

The retirement letter (which should be on the letter head of the employer) must state the effective date of retirement.

5. 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, 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 above mentioned letter from the previous employer's response.

6. Bank Account Details

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.

7. 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.

APPLICATION FOR PAYMENT FROM RETIREMENT SAVINGS ACCOUNT

AFFIX PASSPORT PICTURE HERE
(RSA Number to be noted behind)

I hereby apply for withdrawal from my Retirement Savings Account ("RSA"). Find below my application details

RSA PIN

Title (Mr/Mrs/Miss) **Surname** **First Name**

Other Names **Sex (M/F)** **Date of Birth (DD MMM YYYY)**

Email **Mobile Telephone number** **Other Phone number**

Residential Address

Date of Exit:

Bank Verification Number (BVN)

Last Employer Name **National Identification Number**

Bank Payment Details

Bank Name **Bank Account Number**

Details of Next of Kin ("NOK")

Title (Mr/Mrs/Miss) **Surname** **First Name**

Other Names **Sex (M/F)** **Relationship to RSA Holder**

Email **Mobile Telephone number** **Other Phone number**

Residential Address

Application Type - Please select only ONE box (X)

1. 25% Payment- applies to those that are below 50yrs of age and have been out of employment for upto 4 months. Also, this is a withdrawal that can be made once in a lifetime	8. Missing Person Payment		
2. Lump sum and Programmed Withdrawal Payment	9. Health Grounds Payment		
3. Deceased Person Payment	10. Foreigner Payment		
4. Enbloc Payment	11. Employee Portion Payment (OLD SCHEME)		
5. Nigerian Social Insurance Trust Fund (NSITF) Payment	12. Additional Lump Sum Payment		
6. Pre-Act Contributions Payment (Pre-Act)	13. Voluntary Contributions Payment ("VC")	Part Withdrawal: <input type="checkbox"/>	Maximum (50%) <input type="text"/>
7. Lump sum and Annuity Payment	Date of first appointment: <input type="text"/>		

(NOTE that income earned on Voluntary Contributions is subject to Personal Income Tax where withdrawn within 5 years). For tax remittance purpose kindly state your Tax Payer's ID:

Kindly tick the box if you would like to receive your notifications via email
(This would include application status and quarterly Statements)

Attestation

Applications will ONLY be processed if they include ALL 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 the attached document checklist for your application type. I confirm that the information supplied above by me is true and correct and hereby indemnify STANBIC IBTC PENSION MANAGERS LIMITED ("SIPML"), its officers and privies from any liability whatsoever arising out of untrue information provided by me above. I further authorize SIPML to update the RSA details stated above with any of my information so provided.

PLEASE ENSURE THAT YOU DEMAND A RECEIPT FOR THIS APPLICATION

Signature/Date

For Official use only

I hereby certify that this application was duly completed and submitted along with the required documents. I also confirm that original documents were duly sighted by me at the point of application submission.

Name of Receiving Officer **Signature & Date** **CRM Reference Number**

PLEASE ENSURE THAT THE CUSTOMER IS GIVEN A RECEIPT FOR THIS APPLICATION

Branch / Service Location



CUSTOMER'S RECEIPT

PEN **Client Name** **CRM Reference Number**

Application submission date **Name of Receiving Officer** **Branch / Service Location Stamp**

Dear Client, please be informed that you would receive a confirmation via SMS or EMAIL acknowledging receipt of your application within 48hours. If you do not receive this notification within 48hours of submitting your documents at ANY of our branches/service locations, kindly contact our 24 hours 7 days a week multilingual contact center on 01-2716000. You can also track your application status via SMS by sending APP PENxxxxxxxxxxx to 30388. SMS costs N10. FREE status tracking available using your secure login details on our website www.stanbicibtcpension.com

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**The Managing Director
Stanbic IBTC Pension Managers Ltd
Plot 1678 Olakunle Bakare Close
Victoria Island
Lagos**

Dear Sir

CONSENT TO PROCEED WITH ENBLOC APPLICATION PROCESSING BASED ON AVAILABLE BALANCE IN MY RETIREMENT SAVINGS ACCOUNT (RSA)

I hereby authorize Stanbic IBTC Pension Managers Limited to proceed with the processing of my Enbloc application (“the Application”) dated ----- which will enable me access the total balance available in my Retirement Savings Account (RSA) as at -----

I have been made aware that there may be some outstanding pension contributions yet to be remitted by my former employer into my RSA account. I have equally been informed that in the event that any outstanding pension contribution are remitted after this enbloc withdrawal from my RSA, and such remittance increases my total RSA balance from inception till date of final remittance to a value above N550,000.00 (Five Hundred and Fifty Thousand Naira only), such outstanding pension contribution would automatically become subject to the programmed withdrawal or annuity payment option in accordance with the provisions of the Pension Reform Act 2014 and relevant rules and regulation applicable to this mode of withdrawal.

Yours faithfully

NAME:

RSA PIN: PEN

SIGNATURE & DATE: