

Change of Date of Birth check list

Change requests will ONLY be processed if they include the required documents. If any document is missing, the request will be considered **incomplete not accepted** until the documents have been provided

OFFER OF ANY FORM OF GIFT OR CASH TO ANY STAFF TO PROCESS YOUR PENSION BENEFITS IS STRICTLY PROHIBITED
Call 012716000 to report any request for gift or cash

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

- 1. Change Request Form**
 - a) This is the standard request form which has the various reasons why the client is requesting to change his/her date of birth
 - b) The client must tick the appropriate reason for the DoB change request
 - c) The form must contain the date of birth on NAV and client's correct date of birth request(dd-mmm-yyyy)
 - d) The signature on the letter must be the same as that on our records and must be verified and stamped by the receiving officer
 - e) Where client's name or signature has previously been changed, supporting documents should be attached to the letter
- 2. Passport Photograph**

One passport photograph of the client is required.
- 3. Birth Certificate/Age Declaration**
 - a) It is required that the client provides his/her birth certificate
 - b) In the absence of a birth certificate, an age declaration duly signed by the deponent from the Court/Notary public will suffice
 - c) The age declaration MUST bear the official stamp of the court
 - d) Clients with recent age declarations should state in their applications the reason for providing a recent document
- 4. Confirmation Letter**
 - a) This should be a formal letter from the organization confirming the client's employment details and correct Date of Birth ("DOB") on the employer's record
 - b) Where the Company no longer exists, a sworn affidavit, notification of closure by

the Company or newspaper publication of Company closure should be provided as well as evidence of employment with the organizations which can be any one (1) of the following:

- i. Copy of employment letter
- ii. Copy of staff ID card
- iii. Copy of pay slip

- c) The approved/acknowledged copy of waiver request letter sent to PenCom as well as the excel showing the details of the affected company. (*internal*)

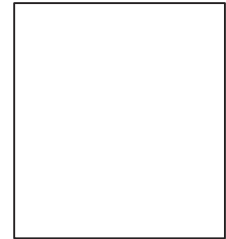
5. Record of service (for public sector clients only)

- a) The client must provide a copy of his/her record of service duly stamped and signed by the employer.
- b) The employer's stamp and signature must be affixed on ALL pages of the record of service
- c) The date of birth on the record of service MUST be legible and NOT altered

6. PenCom retirement benefit registration slip (for retirees only) **7. National Identity Card or the National Identity Management Card (NIMC) slip which indicates the National Identity Number (NIN)**

PLEASE NOTE that clients can only change their dates of birth **ONCE** and approval for a change of date of birth remains the SOLE prerogative of the National Pension Commission irrespective of supporting documents submitted.

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

Dear Sir

CHANGE OF DATE OF BIRTH

Ihereby request that my date of birth be changed from to due to reason stated below. Please note that this is my correct and actual date of birth as evidenced on the documents attached.

Reasons	Tick as applicable
Wrong date of birth on Retirement Savings Account opening form	
Incomplete date of birth on Retirement Savings Account opening form	
Missing date of birth on Retirement Savings Account opening form	
Wrong date of birth captured by Stanbic IBTC Pension Mangers Limited	

I am also aware that once this request is treated and approved by the National Pension Commission (PenCom), I cannot apply for another change of date of birth. To this end, I give my consent to Stanbic IBTC Pension to forward my change of Date of Birth request to PenCom accordingly.

Kindly grant my request.

Thank you for your co-operation

Yours Faithfully

Sign.....

Name.....

PEN.....

Mobile.....