

Checklist of requirements for Lump Sum & Annuity 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

Please tick box with an (X) to indicate all documents provided

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| <p>1. Application Form <input type="checkbox"/></p> <p>a. This is the duly completed and signed application form which clearly states the client is applying for access to his/her total Retirement Savings Account (RSA) balance on a lump sum and Annuity basis.</p> <p>b. The RSA holder's signature on the application must be the same as that on our records.</p> | <p>9. Retiree Indemnity Form (For Federal Government voluntary retirees only) <input type="checkbox"/></p> <p>SIPML requires the original copy of the retiree indemnity form which must be signed by the client and stamped in a Court of Law.</p> |
| <p>2. Passport Photograph <input type="checkbox"/></p> <p>One passport photograph of the client is required.</p> | <p>10. Back Account Details <input type="checkbox"/></p> <p>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. SIPML will effect payment into Commercial Banks ONLY and not Savings & Loan or Co-operative Banks.</p> |
| <p>3. Birth Certificate / Age Declaration <input type="checkbox"/></p> <p>It is required that the client provides his/her birth 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. Change of name documents are required where the names (surname inclusive) on the birth certificate/age declaration differs from the one on our records.</p> | <p>11. Means of Identity <input type="checkbox"/></p> <p>Valid means of ID is any ONE of the under listed:</p> <p>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 duly stamped and signed)
 f) * Letter of confirmation of identity from a Notary records Public (this must be on the notary public's letter and duly signed and sealed)</p> <p>*Passport photograph of the applicant must be duly stamped by the issuer. PLEASE NOTE THAT the means of ID must be valid at the point of submission.</p> |
| <p>4. Retirement Letter <input type="checkbox"/></p> <p>The retirement letter (which should be on the letter head of the employer) must state the effective date of retirement.</p> | <p>12. Provisional Annuity Agreement <input type="checkbox"/></p> <p>a) An original copy of the Provisional Annuity Agreement should be submitted within 60days to avoid a significant difference in RSA balance. If not provided within 60 days, client will be required to obtain a new agreement.
 b) The original Annuity Agreement must be duly signed by the client and authorized Signatories of the Insurance Company.
 c) It must be stamped and sealed by the Insurance Company.
 d) It must be signed and witnessed by an independent party and the Insurance Company copying SIPML.</p> <p>PLEASE NOTE THAT Lagos State retirees are limited to the following Insurance Companies: AIICO Insurance Plc, ARM Life Plc, Leadway Assurance Company Ltd, African Alliance Insurance Plc, FBN Insurance, Custodian Life Assurance, LASACO, Assurance Plc, Heirs Life Assurance & Stanbic IBTC Insurance Ltd as approved by LASPEC.</p> |
| <p>5. Confirmation Letter (Private Sector Clients and Self-Funded Government Organizations Only) <input type="checkbox"/></p> <p>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 the 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.</p> | <p>13. Acceptance Letter <input type="checkbox"/></p> <p>The client's lump sum must be completed based on the template approved by the National Pension Commission and monthly annuity computed by the Insurance Company and the computed figures are filled on the acceptance letter.</p> |
| <p>6. Pay Slip <input type="checkbox"/></p> <p>The pay slip must be within 3 months of the client's retirement (for example, where a client retired 31 Dec 2008 the pay slip to be submitted should either be for Oct, Nov or Dec 2008). It must also be stamped and signed if the pay slip was not electronically generated.</p> | <p>14. Official evidence of terms and conditions of service (for Voluntary Retirement only) <input type="checkbox"/></p> |
| <p>7. Original Bond Certificate & Clearance Letter (Employees of Lagos State only) <input type="checkbox"/></p> <p>a. Original certificate received during Bond ceremony.
 b. Retiree is to complete the Lagos State's clearance process to enable the Government to issue a clearance.</p> <p>PLEASE NOTE THAT retirees of self-funded Lagos State institutions are not required to submit bond certificates <input type="checkbox"/></p> | <p>15. Completion of Data Recapture (Mandatory) <input type="checkbox"/></p> |
| <p>8. Letter of Employment</p> <p>a. Letter of first appointment / Letter of attestation (Public Sector employees only)
 b. Letter of employment (Private Sector employees only)</p> | |

If you feel your application has been unduly delayed or are aggrieved by the application process, please notify us through our 24-hours 7 days a week multilingual contact centre on 01-2716000 or send an email to pensionsolution@stanbicibtc.com