

# Checklist (requirements) for Health Grounds 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 (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 access to his/her total Retirement Savings Account (RSA) balance on a lump sum and programmed withdrawal basis.

b) The RSA holder's signature on the application must be the same as that on our records.

- 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.

**2. Passport Photograph**

One passport photograph of the applicant is required.

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

**3. Medical Report**

The client must provide a medical certificate issued by a properly constituted Medical Board or a suitably qualified physician certifying his/her inability to work:

- a) As he/she is no longer mentally or physically capable of carrying out the functions of his/her office.
- b) Due to total or permanent disability either of mind or body.

**9. 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. Change of name documents are required where the names (surname inclusive) on the birth certificate/age declaration differs from the one 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 and must state that the client retired on health grounds.

**10. Indemnity Form and Programmed Withdrawal Agreement**

- a) SIPML requires the original copy of the retiree indemnity form as well as the programmed withdrawal agreement.
- b) Both documents must be duly signed by the client. The indemnity form must be stamped in a Court of Law while the programmed withdrawal agreement must be witnessed by an independent party.
- c) This only applies to clients who have more than N500,000 in their RSA.

**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.

**11. Acceptance Letter**

- a) The client's lump sum & programmed withdrawal must be computed for him/her based on the template approved by the National Pension Commission.
- b) The computed figures are to be filled on the Acceptance letter and signed by the client.  
**PLEASE NOTE** that employees of Lagos state are ONLY required to sign-off on the template.

**6. Pay Slip**

The pay slip must be within 3 months of the client's retirement (for example, where a client retired 31 Dec 2008, the payslip 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.

**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.

**12. Original Bond Certificate (Lagos State retirees only) & Clearance Letter (Lagos & Osun State retirees only)**

- a) Original certificate received during LASPEC Bond ceremony
- b) Retirees of Lagos and Osun State are to complete the 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.

**8. Means of Identity**

Valid means of ID is any **ONE** of the under listed:

**13. Completion of Data Recapture (mandatory)**

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@stanbicibt.com](mailto:pensionsolution@stanbicibt.com)

**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	
Other Names		Sex (M/F)	
Email		Relationship to RSA Holder	
Residential Address		Mobile Telephone number	
		Other Phone number	

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		
	13. Voluntary Contributions Payment ("VC")	Part Withdrawal:	Maximum (50%)
6. Pre-Act Contributions Payment (Pre-Act)	Date of first appointment: _____		
7. Lump sum and Annuity Payment	(NOTE that income earned on Voluntary Contributions is subject to <u>Personal Income Tax</u> 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 \_\_\_\_\_

Branch / Service Location \_\_\_\_\_ **PLEASE ENSURE THAT THE CUSTOMER IS GIVEN A RECEIPT FOR THIS APPLICATION**



**CUSTOMER'S RECEIPT**

PEN \_\_\_\_\_ RSA Number \_\_\_\_\_ 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 PENxxxxxxxxx to 30388. SMS costs N10. FREE status tracking available using your secure login details on our website [www.stanbicibtcpension.com](http://www.stanbicibtcpension.com)