

Checklist For 25% Application

- ☐ **Application Form**
 - This is the duly completed and signed application form which clearly states the client is applying for 25% of his/her RSA balance
 - The signature on the application must be the same as that on our records
- ☐ **Passport Photograph**
- ☐ **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
- ☐ **Exit Letter from Employer**
 - The letter (which should be on the letter head of the employer) must state the effective date and mode of exit
 - The applicant must have waited for 4 months after exit (and still without another job) to qualify for 25% application
 - Lagos State employees who retire compulsorily can apply if they are still unemployed after 3 months.
- ☐ **Confirmation Letter (for private sector clients and self-funded Government organisations only)**

A letter will be sent from Stanbic IBTC Pension Managers Ltd 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
- ☐ **Original Bond Certificate (Lagos State retiree only) & Clearance Letter (Lagos & Osun State retirees only)**
 - Original certificate received during LASPEC Bond ceremony
 - Retirees of Lagos and Osun State are to complete the State's clearance process to enable the Government issue a clearance letter to Stanbic IBTC Pension Managers Limited
 - Retirees of self-funded Lagos State institutions are not required to submit bond certificates
- ☐ **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
- ☐ **Means of Identity**

Valid means of ID is any ONE of the under listed;

 - Valid International Passport
 - Valid Driver's License
 - NIN Slip/ NIMC Card
- ☐ **Consent Form**

This is to be executed where the RSA holder has previously accessed a portion of the RSA for equity contribution for mortgage
- ☐ **Completion of Data Recapture**

The Data Recapture Exercise must have been completed before an application can be processed

Notes

If you have Pre 2004 contributions in your RSA and are eligible to apply, kindly do so before applying for 25%. Once you have been paid 25% of your contributions, you will no longer be eligible to apply for any Pre-Act contributions. It is also important to state that you can only access 25% of your Retirement Savings Account once in a lifetime. Please note that where you desire to access the 25% of your RSA balance inclusive of your Pre-Act contributions, you will be required to execute a consent form to proceed.

Applications will only be processed if they include all the required documents listed above. If there are any outstanding documents, the application will be considered **incomplete** and **not accepted** until all documents are provided.

Original documents are required for sighting or notarized copies of the documents can be submitted via email to PensionSolution@stanbicibtc.com

Please tick box to indicate documents provided

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 02012716000 or send an email PensionSolution@stanbicibtc.com



Place Your
Passport
Photograph
Here

Application For Payment From Retirement Savings Account (RSA)

Benefit Application Type (please tick only one box)

☐ 25%

☐ En Bloc Payment

☐ Missing Person

☐ Pre-Act Contributions

☐ Deceased Paymentr

☐ Health Grounds

☐ Lump Sum/Programmed Withdrawal

☐ Employee Portion (Old Scheme)

☐ Foreigner Payment

☐ Lump Sum/Annuity

☐ Nigerian Social Insurance Trust Fund (NSITF)

Personal Details (please note that all fields with asterisks (*) are compulsory)

*RSA PIN

*Name

*Address

*Mobile Number

Email Address

*Date of Birth

DD/MM/YYYY

Bank Verification Number

*National Identity Number

*Gender

Employment Records

*Last Employer Name

*Date of Exit

DD/MM/YYYY

Bank Account Details

*Bank Name

*Bank Account Number

Details of Next of Kin

*Name

*Relationship

*Address

*Mobile Number

Email Address

*Gender

Attestation

I confirm that the information supplied by me above is true and correct. I hereby indemnify Stanbic IBTC Pension Manager Limited, its officers and associates from any liability arising out of untrue information provided by me above. I further authorize Stanbic IBTC Pension Manager Limited to update my RSA details stated above with any of my information so provided

*Signature

*Date

DD/MM/YYYY

Applications will only be processed if they include all the required documents listed in the attached checklist. If there are any outstanding documents, the application will be considered incomplete and not accepted until all documents are provided. Please refer to the attached document checklist for your application type.

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 Centre on 0201271-6000. You can also track your application status via SMS by sending APPLICATION to 30388. SMS costs N10. Free status tracking is available using your secure login details on our website www.stanbicibtpension.com

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.

/DD/MM/YYYY

Name of Receiving Officer

Signature/Date

CRM Reference Number

Branch/Service Location

Customers Reciept

DD/MM/YYYY

Customer Name

RSA PIN

Submission Date

CRM Reference Numbers

Receiving Officer

Branch/Service Location



Consent to Proceed with 25% 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 application ("the Application") dated_____ to withdraw 25% of the balance 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. I have equally been informed that by submitting the Application and accessing 25% of the current balance in my RSA, I will no longer be eligible to withdraw an additional 25% payment from my RSA using this mode of application regardless of the fact that additional pension contributions may be remitted into my RSA after I have received payment due from this Application.

Notwithstanding the above foregoing, I hereby instruct Stanbic IBTC Pension Managers Limited to process the Application in accordance with the provisions of the Pension Reform Act 2014 as well as the relevant rules and regulations that apply to the mode of withdrawal.

Name _____

RSA PIN _____

Signature _____ Date DD/MM/YYYY _____