

Check list (requirements) for 25% 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

NOTE: 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 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 25% of his/her RSA balance.
- 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. Exit Letter from Employer

- a) The letter (which should be on the letter head of the employer) must state the effective date and mode of exit.
- b) The applicant must have waited for **4** months after exit (and still without another job) to qualify for 25% application.

PLEASE NOTE THAT Lagos State employees who retire compulsorily can apply if they are still unemployed after 3 months.

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

6. Original Bond Certificate & Clearance Letter (Employees of Lagos State only)

- a) Original certificate received during Bond ceremony.
- b) Retiree is to complete the Lagos 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.

7. 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.

8. 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) *Letter of confirmation of identity from the bank (this must be on the bank's letter head paper and duly stamped and signed)
- e) *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.

date of birth. The application can only be processed for approval from the National Pension Commission on receipt of the employer's response.

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

APPLICATION FOR PAYMENT FROM RETIREMENT SAVINGS ACCOUNT

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

RSA PIN	PEN	
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 Name	Bank Account Number
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Details of Next of Kin ("NOK")	
Title (Mr/Mrs/Miss)	Surname
Other Names	Sex (M/F)
Email	Relationship to RSA Holder
	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
	13. Voluntary Contributions Payment ("VC")
6. Pre-Act Contributions Payment (Pre-Act)	Date of first appointment: _____
	Part Withdrawal: Maximum (50%)
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 PENxxxxxxxxxx* to 30388. SMS costs N10. FREE status tracking available using your secure login details on our website www.stanbicibtcpension.com

Confidential

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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 25% APPLICATION PROCESSING BASED ON AVAILABLE BALANCE IN MY RETIREMENT SAVINGS ACCOUNT (RSA)

I hereby authorize Stanbic IBTC Pension Managers Limited ("SIPML" 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 foregoing, I hereby instruct SIPML 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.

Yours faithfully

NAME: RSA

PIN: PEN

SIGNATURE & DATE:

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