

NSITF CHECKLIST

- 1) LETTER OF FIRST APPOINTMENT
- 2) ORIGINAL NSITF CERTIFICATE (IF CERTIFICATE IS MISSING___TO GET INDEMNITY FORM FROM PREMIUM PENSION VIA OUR OFFICE OR MAIL___FORM TO SHOW THAT THE PERSON WORKS WITH THAT ORGANIZATION AND THAT HIS / HER NSITF CERTIFICATE IS MISSING ... THEN THE OFFICE WILL TRANSFER THE DETAILS ON THE FORM TO THEIR LETTER HEADED PAPER ... AFTERWARDS IT SHOULD BE TAKEN TO A COURT TO BE ATTESTED TO)
- 3) STATE MENT OF ACCOUNT FROM NSITF (IF THEY DO NOT HAVE IT THEY SHOULD DOWNLOAD IT FROM NSITF WEBSITE <https://www.nsitfweb.com.ng/html>)
- 4) MEANS OF IDENTIFICATION (IF NAME HAS BEEN CHANGED THEN IF SHOULD FOLLOW WITH A COURT AFFIDAVIT SHOWING CHANGE OF NAME, MARRIAGE CERTIFICATE AND NEWSPAPER PUBLICATION___IF FOR MARRIAGE)
- 5) FORM FROM OUR OFFICE