

CHECKLIST
REQUEST FOR 25% WITHDRAWAL PAYMENT (PUBLIC)

(RSA Holders that are less than 50 years old, and have been out of Job for at least four (4) months)

- 1. **DULY COMPLETED STANDARD NOTICE OF RETIREMENT FORM***
To be issued by NPL official or downloaded from our website: pensions.norrenberger.com

- 2. **BENEFIT OPTION CONSENT FORM***
To be issued by NPL official or downloaded from our website: pensions.norrenberger.com

- 3. **HAND WRITTEN APPLICATION FOR PAYMENT FROM RETIREMENT SAVINGS ACCOUNT (RSA)**
Letter should be addressed to the Managing Director/CEO, NPL Pension Managers Ltd., 22 Otukpo Street, Off Gimbiya Street, Area 11, Garki, Abuja. The RSA holder’s signature on the application must be the same as that on our records.

- 4. **RETIREE INDEMNITY FORM**
To be issued by NPL official or downloaded from our website: pensions.norrenberger.com
NPL requires the original copy of Indemnity form signed by the client & stamped in a court of Law

- 5. **RETIREMENT VERIFICATION FORM ***
To be issued by NPL official or downloaded from our website: pensions.norrenberger.com
Duly completed and signed. Signature must be same as that on our data base

- 6. **TERMINATION OR RESIGNATION LETTER ***
Should be on the letter head of the employer, must state the effective date of exit.
The letter must state the mode of exit i.e. either retrenchment, redundancy, resignation, retirement or terms & conditions of employment.

- 7. **EMPLOYMENT LETTER**

- 8. **DECLARATION OF AGE OR BIRTH CERTIFICATE ***
Please **NOTE** that the age on the Means of Identification & Birth Certificate must be same as on our records

- 9. **PASSPORT PHOTOGRAPH ***
2 Passports of the client and is required

- 10. **MEANS OF IDENTIFICATION ***
Any **One** of Int’l Passport, National.I.D. Card, or Driver License
Please **NOTE** that Int’l Passport or Drivers license must be at least six (6) months before expiration

- 11. **BANKER’S CONFIRMATION LETTER/STATEMENT ***
Stating Account Name, NUBAN Account number & Branch address/Sort Code (Please ensure the account is active and not dormant)

- 12. **LETTER FOR CONFIRMATION OF PAYMENT OF PENSION CONTRIBUTIONS ***
For private Sector Retirees & Self-Funded Government Agencies only;
The client’s previous employer will confirm in writing that all outstanding contributions have been remitted into the applicant’s RSA, Length of Service as well as date of birth of the RSA holder.
NPL can only process the application for approval from the National Pension Commission upon receipt of the above mentioned letter from the previous employer.

NOTE:

- Original copies of all documents are to be sighted by Officer receiving them.
- Items with an (*) are considered very important.
- This check list should accompany all requests for payments.

FOR OFFICIAL USE

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER’S MOBILE NUMBER:

SIGNATURE/DATE: