

CHECKLIST
REQUEST FOR LUMP SUM & PROGRAMMED WITHDRAWAL PAYMENT (FGN & PRIVATE SECTOR RETIREES)

(RSA Holders that are over 50 years and above and have retired from Service)

1. **DULY COMPLETED STANDARD NOTICE OF RETIREMENT FORM***
 To be issued by NPL official or downloaded from our website: pensions.norrenberger.com
2. **DULY COMPLETED NEXT OF KIN VERIFICATION 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, 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 & PROGRAMMED WITHDRAWAL AGREEMENT ***
 NPL requires the original copy of Indemnity form signed by the client & stamped in a court of Law. The programmed withdrawal agreement must be signed by the client and witnessed by an independent party.
5. **RETIREMENT VERIFICATION FORM ***
 To be issued by NPL official or downloaded from our website: www.ieianchorpensions.com
 Duly completed and signed. Signature must be same as that on our data base.
6. **LETTER OF RETIREMENT/TERMINATION OR RESINATION ***
 Should be on the letter head of the employer and must state the effective date of retirement.
7. **EMPLOYMENT LETTER**
8. **DECLARATION OF AGE OR BIRTH CERTIFICATE ***
 Please **NOTE** that the age on Means of Identification & Birth Certificate must be same as on our records
9. **PASSPORT PHOTOGRAPH ***
 2 Passports of the client and 1 Passport of Next Of Kin is required
10. **PAY SLIP WITHIN 3 MONTHS OF DISENGAGEMENT/RETIREMENT DATE ***
 Pay Slip must be signed & stamped by former employer
11. **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
12. **BANKER’S CONFIRMATION LETTER/STATEMENT ***
 Stating Account Name, NUBAN Account number & Branch address/Sort Code (Please ensure the account is active and not dormant)
13. **COPY OF RETIREMENT BENEFIT REGISTRATION SLIP ***
 For Treasury Funded Federal Government Retirees Only
14. **LETTER FOR CONFIRMATION OF PAYMENT OF PENSION CONTRIBUTIONS/ACCRUED RIGHTS ***
 For private Sector Retirees & Self-Funded Government Agencies only;
 The client’s previous employer will confirm in writing the remittance of all outstanding contributions and accrued rights into the retiree’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: