

ADDITIONAL VOLUNTARY CONTRIBUTION (AVC) WITHDRAWAL
CHECKLIST

(For active Contributors)

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

- 2. **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 specimen signature on the application must be the same as that on our records).

- 3. **PASSPORT PHOTOGRAPH ***
1 Passports of the client is required

- 4. **BANKER'S CONFIRMATION LETTER/COPY OF CHEQUE LEAF/STATEMENT ***
Stating Account Name, NUBAN Account number & Branch address/Sort Code (Please ensure the account is active and not dormant)

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

NOTE:

- Original copies of all documents are to be sighted by Officer receiving them.
- This check list should accompany all requests for payments.
- Documents must be stamped by the "Original Document sighted by me" stamp

FOR OFFICIAL USE

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER'S MOBILE NUMBER:

SIGNATURE/DATE: