

CHECKLIST
REQUEST FROM RETIREES ON HEALTH GROUNDS

(RSA Holders retired due to Medical Conditions)

1. **DULY COMPLETED STANDARD NOTICE OF RETIREMENT FORM***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
2. **DULY COMPLETED NEXT OF KIN VERIFICATION FORM ***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
3. **HAND WRITTEN APPLICATION FOR PAYMENT FROM RETIREMENT SAVINGS ACCOUNT (RSA)**
Letter should be addressed to the Managing Director/CEO, IEI Anchor Pension Managers Ltd., 51A Oro Ago Crescent, Garki II, 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 ***
IAPML 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 IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
Duly completed and signed. Signature must be same as that n our data base.
6. **LETTER OF RETIREMENT ON MEDICAL GROUND ***
Should be on the letter head of the employer and must state the effective date of retirement and the medical condition.
7. **EMPLOYMENT LETTER**
8. **DECLARATION OF AGE OR BIRTH CERTIFICATE ***
Pease 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. **MEDICAL REPORT**
The retiree must provide a medical certificate issued by a properly constituted Medical board or a suitably qualified physician.
12. **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 six (6) months before expiration
13. **BANKER'S CONFIRMATION LETTER/COPY OF CHEQUE LEAF/STATEMENT ***
Stating Account Name, NUBAN Account number & Branch address/Sort Code (Please ensure your account is active and not dormant)
14. **RSA CERTIFICATE**
15. **COPY OF RETIREMENT BENEFIT REGISTRATION SLIP ***
For Treasury Funded Federal Government Retirees Only
16. **LETTER OF 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 contributions into the applicants RSA, Length of Service as well as date of birth f the RSA holder.
IEI Anchor can only process the application for approval from the National Pension Commission upon receipt of the above mention 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: