



REQUIREMENTS AND CHECKLIST FOR ENBLOC PAYMENT

IMPORTANT INFORMATION

- ◆ Applications will **ONLY** be processed if all the required documents are complete.
- ◆ Offer of gratification to any PAL staff for processing of your pension benefit is strictly prohibited.

DEFINITIONS

“RSA” means Retirement Savings Account

“Applicant” means the person making application

Please tick box {X} to indicate all document provided

1. Passport Photographs

Four recent passport photographs of the applicant are required.

2. Birth Certificate/Age Declaration

A). It is required that the applicant provides his/her birth certificate or sworn court declaration of age.

B). The date of birth on the document must be same as on our records.

3. Employer Confirmation letter

(Private Sector Clients & Self-funded Government Organizations only)

A). A written request will be sent from PAL to the client’s previous employer to confirm date of birth, length of service and remittance of all contributions into the client’s RSA.

B). Client’s payment application can only be processed for approval to the National Pension Commission upon receipt of the above mentioned letter from the previous employer.

4. Bank Account Details

A). The client must provide his/her personal bank account statement showing NUBAN details only. **PAL will not pay into a 3rd party account.**

B). A duly signed bankers’ confirmation letter from the client’s bank showing account details is required in the absence of (A)

C). PAL will effect payment into Commercial Banks **ONLY** and not Savings & Loans Banks, Microfinance OR Co-operative Banks.

5. Retiree Detail Form

A). Form is attached and should be completed.

6. Retirement Letter

A). The retirement letter (which should be on the letter head of the employer) must state the effective date of retirement and should be addressed to the client. The original copy must be presented for sighting.

7. Means of Identification

This can be ANY of the following

A). National Identity Card

B). Valid International Passport

C). Valid Drivers’ License

D). Letter of confirmation of identity from the bank or a Notary Public (stamped passport photograph must be affixed).

NOTE — The date of birth on any of the above means of identity must be the same as the client’s date of birth on our records.

OFFICIAL USE

RECEIVING OFFICER: *I confirm that all original documents were sighted by me*

NAME:

BRANCH:

DATE:

SIGNATURE:

HEAD OFFICE (PENSION SERVICE CENTRE)

NAME:.....

DATE:

SIGNATURE:

Enbloc payment is made to employees that have retired from active service but have less than N550,000 RSA balance.

Please ensure that all the above documents are submitted at least one month to retirement to enable us process and pay your benefits as and when