



REQUIREMENTS & CHECKLIST FOR TEMPORARY ACCESS 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 Organizations only)

A). A written letter from the previous employer to confirm date of birth, length of service and remittance of all pension contributions clients 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.
mentioned letter from the previous employer.

4. Bank Account Statement/Letter of confirmation of account number

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 operative Banks.

5. Retiree Detail Form

A). Form is attached and should be completed.

6. Exit letter from employer

A). The letter must state the effective date of exit and be addressed to the client.

B). The letter must state the mode of exit which could either be based on retrenchment, redundancy, termination, resignation, retirement etc.

C). The applicant must have waited for four months after exit (and still without another job) to qualify for payment of 25% of RSA balance.

7. Pay slip

A). Any of last three months before month of exit.

B). This is necessary where RSA balance will exceed N550,000.00 after payment of 25% of RSA balance.

8. Request Letter

A). Signed letter from applicant requesting for 25% payment of RSA balance.

9. Means of Identification

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: