



## REQUIREMENTS & CHECKLIST FOR ENBLOC PAYMENT

### IMPORTANT INFORMATION

- \* Applications will **ONLY** be processed if Data Recapture has been validated and 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 documents provided

#### 1. Data Recapture ☐

- Data recapture must be validated by **PenCom** before payment application can be submitted.

#### 2. Passport Photographs ☐

- Two recent passport photographs of the applicant are required.

#### 3. Birth Certificate/Age Declaration ☐

- The date of birth on the document must be same with our records.

#### 4. Employer Confirmation letter ☐

(Private Sector Clients & Self-funded Organizations only)

- A written letter from the previous employer to confirm date of birth, length of service and remittance of all pension contributions clients RSA.
- Client's payment application can only be processed upon receipt of the above-mentioned letter from the previous employer.

#### 5. Bank Account Statement/Letter of confirmation of account number ☐

- The client must provide his/her personal bank account statement showing NUBAN details only. **PAL will not pay into a 3rd party account.**
- A duly signed bankers' confirmation letter from the client's bank showing account details is required in the absence of (A).
- PAL will effect payment into Commercial Banks ONLY and not Savings & Loans Banks, Microfinance or operative Banks.

#### 6. Exit letter from employer ☐

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

#### 7. Payment Application Form ☐

- Form is attached and should be completed

#### 8. Means of Identification ☐

- National Identity Card
- Valid International Passport
- Valid Driver's License

**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.

#### 9. Consent Form ☐

- This form must be signed before the payment application can be submitted.

#### 10. Pay slip ☐

- Any of the last three months before the month of exit.
- An affidavit can work in the absence of the above
- This is mandatory.

### CUSTOMER USE:

NAME: .....

SIGNATURE: .....

### OFFICIAL USE:

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

NAME: .....

DATE: .....

SIGNATURE: .....

**Enbloc payment** is made to a retiree who is 50 years and above with RSA balance of less than N550,000.00 and retiree with monthly pension of N23,333.33 or below which is 1/3 (one-third) of the current National Minimum Wage of N70,000.00.