



REQUIREMENTS & CHECKLIST FOR TEMPORARY ACCESS 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.
- The letter must state the mode of exit which could either be based on retrenchment, redundancy, termination resignation, retirement etc.
- 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. Payment Application Form ☐

- Form is attached and should be completed

8. Pay slip ☐

- Any of last three months before month of exit.
- This is necessary where the RSA holder is unable to secure another employment before attaining age 50. Payslip is required for Pencom payment template.

9. Request Letter ☐

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

10. Means of Identification ☐

- National Identity Card
- Valid International Passport
- Valid Drivers' 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.

11. Consent Form ☐

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

CUSTOMER USE:

.....

NAME:

SIGNATURE:

OFFICIAL USE

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

NAME:

DATE:

SIGNATURE:

Temporary Access is made to employees whose appointments were terminated by their employers and are unable to secure another job after four months. Employees that resign voluntarily can also have temporary access to their RSA.