



CHECKED LIST OF DOCUMENTS FOR THE PROCESSING OF NORMAL RETIREMENT

NAME OF RETIREE í ..

PIN NUMBER í ..

PHONE NUMBER í ..

CONTACT ADDRESS í ..

ORGANIZATION í ..

EFFECTIVE DATE OF RETIREMENT í ..

DATE OF SUBMISSION í ..

- 1. Letter of Notification for Retirement in previous employment .. [ ]
2. Letter of Approval granting Retirement from service which must be on the organization's letter Head paper í í í í í í í í í í í í í í í í .. [ ]
3. Copy of birth Certificate/Sworn declaration of age í í í í í í í í í í .. [ ]
4. Copy of enrollment letter issued by Premium Pension Ltd í í í í í .. [ ]
5. Salary Pay slip as at the period of exit not more than three months before Retirement í .. [ ]
6. Letter from the Bank showing ownership of Account Number for the Purpose of remitting your retirement benefits í í í í í í í ... í í í í í .. [ ]
7. Copy of verification Slip from National Pension Commission í í í í í í í .. [ ]
8. Completed copy of Standard Notice of Retirement Form with Passport í í í .. [ ]
9. Completed Retiree Indemnity form í í í í í í í í í í í í í í .. [ ]
10. Completed Programmed Withdrawal Agreement Booklets (2 booklets) í í í .. [ ]
11. Confirmation letter indicating percentage of desired lump sum. (Note: lump sum that can be accessed, ranges between 25% to 50% of RSA balance and subject to PenCom approval) and mode of Pension withdrawal either Monthly or Quarterly payment í í í í .. [ ]

Note: item 8,9,10 will be issued in our Pension Service Center located at First Bank Plc (Main Branch Office) nearest to you.

PPL BRANCH OFFICER NAME.....

ORIGINATING BRANCH.....

PROCESSED BY.....

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