

**CHECK LIST (REQUIREMENTS) FOR RETIREMENT BENEFITS APPLICATION
(ANNUITY)**

This applies when a Retirement Savings Account holder disengages from employment upon attaining the official age of retirement based on the terms and conditions of his/her employment or age 50, whichever is later. Please note that **all the original documents are required for sighting** while clients that reside outside the country should submit **notarized copies** of their documents through e-mail or courier.

**N.B: ANY OFFER OR REQUEST FOR ANY FORM OF GIFT IN CASH OR IN KIND TO OR BY ANY STAFF TO PROCESS
YOUR PENSION BENEFIT IS STRICTLY PROHIBITED. CALL 07044887378, 08074655675.**

S/No	Document	Explanation of document	Tick off
1.	Standard Notice of Retirement Form	The client must complete this form. The document should be given to the applicant by VG Pensions	
2.	Passport photograph	One (1) passport photograph of the applicant is required. The applicant should write his name and signature at the back of the passport	
3.	Means of identification	Valid means of ID is one of the following: National Identify Card, Valid International Passport, Valid Drivers' License, and Permanent Voter's Card. The means of identification must be valid at the time of presentation.	
4.	VG Pensions account details	The client must fill his/her valid bank account number (not a 3 rd party's account) on the application form. However, if he/she is an existing retiree on PW, you may revert to existing accounts details with us. Also revert to Accounts details of the Chosen Insurance Company received from their Head Office.	
5.	Application letter for transfer of funds benefits from VG Pensions to Insurance company	The client is required to write to us notifying us to stop his pw and transfer his funds to the insurance company where he is an existing retiree. A fresh annuitant is also expected to apply to us in writing. In both cases, the annuitant must sign with name, signature and date.	
6.	Annuity proposal	VG Pensions requires the original copy of the Annuity proposal, which must be stamped and signed by the annuitant and the insurance company.	
7.	Annuity Exit Form	Annuitant should fill the form from VG stating reasons for opting for annuity. Alternatively, customer service officer can fill the form after eliciting information from annuitant for wanting to exit. Form must be Signed with name, signature and date by our rep.	

FOR OFFICIAL USE ONLY

Customer Service (Name, Sign & Date)	Benefit Receiving officer (Name, Sign & Date)
Pre-audit check, Head Risk and Head Audit (Names, Sign & Date)	Benefit Processing officer (Name, Sign & Date)
Benefit Payment officer (Name, Sign & Date)	Head of Benefit Unit (Name, Sign & Date)
HOP (Name, Sign & Date)	Internal Control/Audit officer post-audit check

*** Erring persons, who fail to comply with this check list, should expect to be accountable for their actions and changes to this should be backed up with express approval from the National Pension Commission