



**CHECK LIST (REQUIREMENTS) FOR RETIREMENT BENEFITS APPLICATION  
(PROGRAMMED WITHDRAWAL)**

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.

**‘OFFER OF ANY FORM OF GIFT OR CASH TO 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	Three (3) passport photograph of the applicant is required. The applicant should write his name and signature at the back of the passport	
3.	Birth certificate/ age declaration	The applicant is required to provide his/her birth certificate or an age declaration from the Court. Please note that the age on the birth certificate/age declaration must be the same as the age on our records.	
4.	Exit letter or resignation letter or acceptance of the resignation	The letter (which should be on the letter head of the employer) must state the effective date and mode of exit. In the case of resignation, the letter must be provided for along with the acceptance of the resignation.	
5.	Letter of First Appointment/Attestation letter (Public sector employees)	The letter must state the position, grade level and effective date of appointment).	
6.	Letter of Employment (private sector clients and self-funded government organizations only)	The letter (which should be on the letter head of the employer) must state the effective date of appointment).	
5.	Confirmation letter/ (private sector clients and self-funded government organizations only)	A letter will be sent by VG Pensions to the client’s previous employer to acknowledge a letter of non-indebtedness of accrued pension/pre-act benefits or outstanding pension contributions into the client’s RSA.	
6.	Clearance certificate (States Account Holders)	Clearance stating that the payments have been completed by the state and disbursement of benefit can proceed.	
7.	Means of identification	Staff ID with any 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.	
8.	VG Pensions account details	The client must fill his/her valid bank account number (not a 3 <sup>rd</sup> party’s account) on the application form.	
10.	Application letter for withdrawal of retirement benefits from retiree	This is the duly completed and signed application form which clearly states what the client is applying for.	
12.	Indemnity form/Confirmation letter	VG Pensions require the original copy of the Indemnity form, which must be stamped, signed in the court.	
13.	Programmed withdrawal agreement form	The client is required to complete the programmed withdrawal form; this form must be signed by the client and must be witnessed by an independent party.	
14.	Template sign-off	The computed Template for the client’s lump sum and Programmed withdrawal must be signed by the client.	
15.	Pay slip	The pay slip must be within 3 months of the client’s retirement stating final salary for Private Sector and salary structure, grade level and step at retirement for Public Sector.	

**FOR OFFICIAL USE ONLY**

Customer Service (Name, Sign & Date)	Benefit Receiving officer (Name, Sign & Date)
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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 form the National Pension Commission