

## STANDARD NOTICE OF RETIREMENT

### 1. Account Holder's Particulars

Surname

First Name

Middle Name

PIN

Date of Birth  
(dd/mm/yy)

Sex (M/F)

Effective Date of Retirement  
(dd/mm/y)

Marital Status

Permanent Home  
Address:



Current Contact/  
Mailing Address:



House Tel. Number

Mobile Tel Number

### 2. Current Employment Details

Employer's Name  
and Address



Employer Code

Total Annual Remuneration N:

(Attach pay slip)

### 3. Details of Benefits

Accumulated Contributions to Date N:

Status of Retirement Bond N  
(If a public sector employee)

Expected Contribution to Date of Retirement N:

Status of Accrued Benefits N  
(If a private sector employee)

### 4. Reasons for Retirement/Exit (Please tick appropriately)

Normal  
Retirement

Medical

Terms and Condition of Employment

a.) **If on Medical Reasons:**

Medical Condition: \_\_\_\_\_

Name and Address of Physician/Hospital that issued the medical certificate: \_\_\_\_\_

Date of Medical Certification

(dd/mm/yy)

b.) **If under Terms and Conditions of Employment:**

State Unique Terms and Conditions of employment: \_\_\_\_\_

PFA Code:

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Certification by PFA:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Official Stamp

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**DOCUMENTS TO BE ATTACHED:**

- (i) Official Notice of employment from employer.
- (ii) Last pay-slip.
- (iii) Any other evidence of total annual remuneration (specify).
- (iv) CTC of Retirement Bond Certificate (for employees in public sector).
- (v) Medical Certificates (where retirement/exit is on medical grounds).
- (vi) Letter of notification of retirement by employer authenticating medical certificate. (Where retirement/exit is on medical grounds).
- (vii) Letter confirming that temporary exit is in accordance with terms of employment.