

CHECKLIST
REQUEST FOR 25% WITHDRAWAL PAYMENT

(RSA Holders that are less than 50 years old, and have been out of Job for at least four (4) months)

1. **DULY COMPLETED STANDARD NOTICE OF RETIREMENT FORM***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
2. **DULY COMPLETED NEXT OF KIN VERIFICATION FORM ***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
3. **HAND WRITTEN APPLICATION FOR PAYMENT FROM RETIREMENT SAVINGS ACCOUNT (RSA)**
Letter should be addressed to the Managing Director/CEO, IEI Anchor Pension Managers Ltd., 22 Otukpo Street, Off Gimbiya Street, Area 11, Garki, Abuja. The RSA holder’s signature on the application must be the same as that on our records.
4. **RETIREE INDEMNITY FORM**
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
IEI Anchor requires the original copy of Indemnity form signed by the client & stamped in a court of Law
5. **RETIREMENT VERIFICATION FORM ***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
Duly completed and signed. Signature must be same as that on our data base
6. **TERMINATION OR RESIGNATION LETTER ***
Should be on the letter head of the employer, must state the effective date of exit.
The letter must state the mode of exit i.e. either retrenchment, redundancy, resignation, retirement or terms & conditions of employment.
7. **EMPLOYMENT LETTER**
8. **DECLARATION OF AGE OR BIRTH CERTIFICATE ***
Please **NOTE** that the age on the Means of Identification & Birth Certificate must be same as on our records
9. **PASSPORT PHOTOGRAPH ***
2 Passports of the client and 1 Passport of Next Of Kin is required
10. **PAY SLIP WITHIN 3 MONTHS OF DISENGAGEMENT/RETIREMENT DATE ***
Pay Slip must be signed & stamped by former employer
11. **MEANS OF IDENTIFICATION ***
Any **One** of Int’l Passport, National .I.D. Card, Driver License or Voter Card
Please NOTE that Int’l Passport or Drivers license must be at least six (6) months before expiration
12. **BANKER’S CONFIRMATION LETTER/COPY OF CHEQUE LEAF/STATEMENT ***
Stating Account Name, NUBAN Account number & Branch address/Sort Code (Please ensure the account is active and not dormant)
13. **LETTER OF NON INDEBTEDNESS ***
For private Sector Retirees & Self-Funded Government Agencies only;
The client’s previous employer will confirm in writing that all outstanding contributions have been remitted into the applicants RSA, Length of Service as well as date of birth of the RSA holder.
IEI Anchor can only process the application for approval from the National Pension Commission upon receipt of the above mention letter from the previous employer.
14. **Official evidence of terms and conditions of service (For client’s who retired voluntarily)**

FOR OFFICIAL USE:

- Original copies of all documents are to be sighted by Officer receiving them.
- Items with an (*) are considered very important.
- This check list should accompany all requests for payments.
- The Benefit option consent form should also accompany all requests

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER’S MOBILE NUMBER:

SIGNATURE/DATE:

Please Note: Receiving Officers with details above would be liable for fake or invalid documents received and forwarded for processing