

CHECKLIST
REQUEST FOR VOLUNTARY CONTRIBUTION PAYMENT
(RSA Holders that have Voluntary Contribution in their Account)

- 1. **DULY COMPLETED STANDARD NOTICE OF RETIREMENT FORM***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
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- 2. **HANDWRITTEN APPLICATION FOR VOLUNTARY CONTRIBUTION PAYMENT**
- 3. **EMPLOYMENT LETTER**
- 4. **PASSPORT PHOTOGRAPH ***
2 Passports of the client and 1 Passport of Next Of Kin is required
- 5. **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)
- 6. **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

NOTE:

- 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.

FOR OFFICIAL USE

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER'S MOBILE NUMBER:

SIGNATURE/DATE: