

CHECKLIST OF DOCUMENTS FOR THE PROCESSING OF APPLICATIONS ON EQUITY CONTRIBUTIONS FOR RESIDENTIAL MORTGAGE

SECTION A (To be completed by Member)

NAME OF APPLICANT:

RSA PIN:

PHONE NUMBER:

CONTACT ADDRESS:

ORGANIZATION:

EXPECTED DATE OF RETIREMENT:

DATE OF SUBMISSION:

1. A completed and signed Equity Contribution For Residential Mortgage Application Form with Premium Pension (Mandatory)..... ☐
2. A **Letter of Introduction** from applicant's employer giving details of his/her employment and the expected retirement date (Mandatory)..... ☐
3. A copy of any valid means of identification like. Drivers' License, National Identity Card or International Passport ☐
4. A Bank Statement showing applicant's Account details with the Mortgage Lender (Mandatory) ☐
5. A Mortgage Loan Offer Letter showing the Loan Amount, Purpose of Loan, Type of Property and Address of Property (Mandatory)..... ☐
6. A Verified Property Offer Letter showing value of property, type of property and address of property (Mandatory)..... ☐
7. A Verification Report on the verification conducted on the property (Mandatory)..... ☐
8. A Completed and signed Consent Form to be appropriately ticked when applicant wishes to utilize the Contingent portion of Voluntary Contributions, Legacy, NSITF or Micro Pension Contributions to augment the Equity Contribution required (Mandatory)..... ☐
9. A completed and signed Indemnity Form by applicant to be sworn and endorsed by a High court of Law (Mandatory)..... ☐
10. A signed Indemnity Form from the Mortgage Lender indemnifying Premium Pension Limited on the use of the Equity Contribution (Mandatory)..... ☐
11. A copy of PENCOM Compliance Certificate from Mortgage Lender (Mandatory) ☐
12. A copy of the applicant's RSA Statement of Account endorsed by Premium Pension Limited (Mandatory)..... ☐
13. A copy of the applicant's RSA Statement of Account from inception to the date of submission of application (Mandatory)..... ☐
14. A copy of the Valuation Report of the property from the Mortgage Lender (Mandatory)..... ☐
15. A completely filled **Mortgage Loan Application Form** with Mortgage Lender (Mandatory)..... ☐
16. A Completed and signed Consent Form where applicant had accessed 25% of RSA balance due to temporary loss of job ☐
17. Evidence of payment of difference where 25% of RSA cannot cover the Equity Required (Mandatory)..... ☐
18. Successful Data Recapture by the applicant (Mandatory)..... ☐



19. A Completed and signed **Consent Form** where applicant had accessed 25% of RSA balance due to temporary loss of job (**Mandatory**)..... ☐

20. DISBURSEMENT DOCUMENTS

- I. AVAILABILITY OF PROPERTY ☐
- II. READINESS TO DISBURSE ☐
- III. CTC INSURANCE POLICIES 1&2 ☐
- IV. CTC TITTLE DOCUMENT ☐

***** Note: Items 1 & 16 can be obtained from any of our offices or downloaded from our website. Please also note that the information provided above will be used by Premium Pension Limited towards processing of your application.**

Please Tick ☒ as applicable. Accepted ☐ Disagreed ☐

I confirm that all required documents have been submitted except for..... (Indicate the S/N)
and I understand my application would only be processed with complete documents.

Date of submission..... Signature.....

SECTION B (For Official Use Only)

PPL BRANCH OFFICER:

Still have Above 36 Months to Retirement - YES ☐ NO ☐

Contributions Above 60 Months - YES ☐ NO ☐

Account Reconciled - YES ☐ NO ☐

I confirm that I have sighted the original copies and received all required documents, except for.....
..... (Indicate the S/N) and member advised of next line of action.

NAME.....

ORIGINATING BRANCH.....

ASSIGNED TO.....

SIGN/DATE