

Private & Confidential

Date: *dd / mm / yyyy*

To the Chairman Board of Trustees,

..... (Former Company's name)

Staff Retirement Scheme

..... (Address)

KENYA

Dear Sir/Madam,

TRANSFER OF MY PENSION FUND TO MY PERSONAL PENSION PLAN WITH JUBILEE

I.....hereby request that my funds be transferred to my Personal Pension Plan held with Jubilee insurance Company of Kenya Ltd.

The bank details are as below:

Account Name:	Jubilee Life Insurance Limited
Account Number:	0104126014
Account Currency:	Kenya Shilling (NB: can also transact foreign currency)
Bank Name:	Diamond Trust Bank Kenya Limited
Branch Name:	Nation Centre
Bank Code:	63
Branch Code:	001
Bank SWIFT Code/Address:	DTKEKENA

Your assistance is highly appreciated.

Yours Faithfully

_____(Signature)

_____(Mobile Number)

_____(Email Address)

_____(ID Number)

_____(KRA PIN Number)