

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
www.ieianchorpensions.com ☐
2. **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). ☐
3. **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 ☐
4. **PASSPORT PHOTOGRAPH ***
1 Passports of the client 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: