

## **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](http://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., 51A Oro Ago Crescent, Garki II, Abuja. The RSA holder's signature on the application must be the same as that on our records.
  
3. **RETIREE INDEMNITY FORM** ☐  
To be issued by IEI Anchor official or downloaded from our website: [www.ieianchorpensions.com](http://www.ieianchorpensions.com)  
IEI Anchor requires the original copy of Indemnity form signed by the client & stamped in a court of Law
  
4. **RETIREMENT VERIFICATION FORM \*** ☐  
To be issued by IEI Anchor official or downloaded from our website: [www.ieianchorpensions.com](http://www.ieianchorpensions.com)  
Duly completed and signed. Signature must be same as that on our data base
  
5. **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.
  
6. **EMPLOYMENT LETTER** ☐
  
7. **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
  
8. **PASSPORT PHOTOGRAPH \*** ☐  
2 Passports of the client and 1 Passport of Next Of Kin is required
  
9. **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
  
10. **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)
  
11. **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.
  
12. **Official evidence of terms and conditions of service (For client's who retired voluntarily)** ☐

### **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: .....