

## RS-WILLS ONBOARDING FORM

AFFIX  
PASSPORT  
PHOTO  
HERE

### Bio Data

\_\_\_\_\_  
Title First name Middlename(s) Surname

#### Means of Identification:

☐ National ID Card ☐ Permanent Voter's Card ☐ Int'l Passport ☐ Driver's License ☐ Other: \_\_\_\_\_

PEN Number: \_\_\_\_\_

PEN \_\_\_\_\_ Pension Fund Administrator: \_\_\_\_\_

**Marital Status:** ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated **Sex** ☐ Female ☐ Male

### Contact Details

Contact Address: \_\_\_\_\_

Email address (personal) \_\_\_\_\_ Mobile number \_\_\_\_\_

### Employer Details

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Next of Kin (For emergency and contact purpose only and need not be a beneficiary)

Name: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Certification

I, \_\_\_\_\_ certify that the information provided is complete and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Kindly ensure updates are effected with AR whenever there is a change in any of the information provided on this form.  
**Also ensure all KYC documents are attached to this form during submission.**

Custody fee payable yearly – N6, 000 ( Six Thousand Naira) Bank:

**\* DEPOSITOR'S NAME - YOUR FULL NAME**

**\* DEPOSITOR'S MOBILE NUMBER - YOUR MOBILE NUMBER**

Cover page

1. Add name of beneficiary below and percentage you will like to give to them from your entitlement ( Pension, Bank Accounts, Insurance). You can add more beneficiaries on the blank page below. The total percentage should be 100%.
2. You will add the accounts you possess in the next page. Kindly add all your accounts
3. This instrument is a confidential one and will be stored with document security companies

S/N	Fullnames of beneficiary (ies)	Relationship	Address of beneficiary (ies)	%
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____

1. Add name of beneficiary above and percentage you will like to give to them from your entitlement ( Pension, Bank Accounts, Insurance). You can add more beneficiaries on the blank page below. The total percentage should be 100%.
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- 4.

**Please note that any of your beneficiaries cannot be your witness**

**Signature of witnesses**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

E-mail address ( \_\_\_\_\_ ):

Mobile No.: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

E-mail address ( \_\_\_\_\_ ):

Mobile No.: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

**SCHEDULE**  
**PERSONAL BANK ACCOUNTS**

<u>S/N</u>	<u>BANK NAME</u>	<u>BRANCH</u>	<u>ACCOUNT NO.</u>	<u>ACCOUNT TYPE</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

You can add more bank account on this form

Full Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

- Upload this form after filling it to your profile on the site
  - Make payments after submitting. Payment can either be in installments or at once. Pay through the portal or upload proof of payments.
  - Processing fee is a one-off lump-sum fee, while storage fee comes monthly for document storage
  - We will contact you for a peace of mind review
- *Kindly ensure updates are affected whenever there is a change in any of the information provided on this form.*
    - ***Also ensure all KYC documents are attached to this form during submission.***

RS-Wills