**Benefits Administration**

{Image}

Date

**Human Resources Manager**

One Finance and Investment Limited

Plot 1224 Bishop Oluwole Street

Victoria Island

Lagos

Dear Sir/Madam

**Confirmation of Remittance of Accrued Pension Contribution**

We have received an application from the Next of Kin (NOK)/Beneficiaries requesting a withdrawal of the funds in the Retirement Savings Account (RSA) belonging to the late **{Title} {Lastname} {Firstname}**- **PENXXXXXXXXXXXX.**

As part of the requirements for obtaining approval from the National Pension Commission (PenCom) in respect of payment requests, we require that you kindly confirm to us the date of death and NOK details on your records.

We will appreciate your review and response within 5 working days of receipt of this letter. This is to enable us to progress with the benefits application processing. For prompt treatment, a softcopy of your response may be scanned and sent to [**pensionsolution@stanbicibtc.com**](mailto:pensionsolution@stanbicibtc.com).

Please note that where we do not receive your response advising how any remittance outside the period of employment (i.e., before the date of appointment, after the date of death), it will be assumed that the remittances are part of the accrued pension benefits due to late **title surname first name middle name** and will be processed for payment approval in favor of our client.

For enquiries, please contact us on **02 01 271 6000** for more information.

Thank you for your continued cooperation.

Yours faithfully

**Name**  **Name**

Designation Designation