

## Checklist (requirements) for Enbloc Application

Applications will ONLY be processed if they include the required documents. If any document is missing, the application will be considered incomplete and not accepted until the documents have been provided. Please refer to required document checklist below for your application type. Original documents are required for sighting while clients resident abroad can submit notarized copies of their documents via email.

## OFFER OF ANY FORM OF GIFT OR CASH TO ANY STAFF TO PROCESS YOUR PENSION BENIEFIT IS STRICTLY PROHIBITED

Call 012716000 to report any request for gift or cash

## **Definitions**

"ID" means I	dentification
--------------	---------------

employer's response.

"SIPML" means Stanbic IBTC Pension Managers

"RSA" means Retirement Savings Account

9. Completion of Data Recapture (mandatory)

"Applicant" means the person making the

{Please tick box (X) to indi	friled.  {Please tick box (X) to indicate all documents provided}					
1. Application Form  a) This is the duly completed and signed application form which clearly states the client is applying for his/her total RSA balance enbloc  b) The RSA holder's signature on the application must be the same as that on our records.  2. Passport Photograph	6. Bank Account Details The client must fill his/her valid bank account number (not a 3 <sup>rd</sup> party's account) on the application form. It is important that account names match what is on our record to prevent payment returns by the bank.  7. Means of Identity Valid means of ID is any ONE of the under listed:					
One passport photograph of the applicant is required.  3. Birth Certificate/Age Declaration  It is required that the client provides his/her birth certificate or an age declaration from the Court.  PLEASE NOTE THAT the age on the birth certificate/age declaration must be the same as the age on our records. Change of name documents are required where the names (surname inclusive) on the birth certificate/age declaration differs from the one on our records	a) National Identity Card b) Valid International Passport c) Valid Drivers' License d) Permanent Voter's Card e) *Letter of confirmation of identity from the bank (this must be on the bank's letter head paper and duly stamped and signed) f) *Letter of confirmation of identity from a Notary Public (this must be on the notary public's letter head paper and duly signed and sealed)					
4. Retirement Letter  The retirement letter (which should be on the letter head of the employer) must state the	*Passport photograph of the applicant must be on the letter duly stamped by the issuer.  PLEASE NOTE THAT the means of ID must be valid at the point of submission.					
effective date of retirement.  5. Confirmation Letter (Private Sector Clients and Self-Funded Government Organisations only)  a) A letter will be sent from SIPML to the client's previous employer to confirm remittance of all contributions into the client's RSA, length of service as well as client's date of birth. The application can only be processed for approval from the National Pension Commission on receipt of the above mentioned letter from the previous	8. Original Bond Certificate (Lagos State retirees only) & Clearance Letter (Lagos & Osun State retirees only) a) Original certificate received during LASPEC Bond ceremony. b) Retirees of Lagos and Osun State are to complete the State's clearance process to enable the Government issue a clearance letter to SIPML.  PLEASE NOTE THAT retirees of self-funded Lagos State institutions are not required to submit bond certificates.  9 Completion of Data Recenture (mandatory)					

If you feel your application has been unduly delayed or are aggrieved by the application process, please notify us through our 24-hours 7 days a week multilingual contact centre on 01-2716000 or send an email to pensionsolution@stanbicibtc.com

previous

Stanbic IBTC					BA	FOM/V1	
APPLICATION FOR PAYMENT FROM RETIREMENT SAVINGS ACCOUNT					AFFIX PASSPORT PICTURE HERE (RSA Number to be noted behind)		
I hereby apply for withdrawa	al from my Retirement S	avings Account ("RSA"). Find	below my application details				
RSA PIN PEN							
Title (Mr/Mrs/Miss)	Surname		First Name				
Other Names		Sex (M/F)	Date of Birth (DD MMM YYYY	)			
Email			Mobile Telephone number	Other Phone	e number		
Residential Address				Date of Exit	:		
				Bank Verific	ation Numb	er (BVN)	
Last Employer Name				National Ide	entification	Number	
Bank Name		Bank Payment D Bank Account Number	etails				
Dank Name		Dank Addodne Namber					
		Details of Next of Kir	ı ("NOK")				
Title (Mr/Mrs/Miss)	Surname		First Name				
Other Names		Sex (M/F)	Relationship to RSA Holder				
			,				
Email			Mobile Telephone number	Other Phon	e number		
Residential Address							
		Application Type - Please sele	ct only ONE box (Y)				
		application Type - Flease Sele	Ct Offiny ONE BOX (X)				
<ol> <li>25% Payment- applies to those age and have been out of employr</li> </ol>							
Also, this is a withdrawal that can l 2. Lump sum and Programmed W		Missing Person Payment     Health Grounds Payment					
Deceased Person Payment     Enbloc Payment		10. Foreigner Payment 11. Employee Portion Payment (C	OLD SCHEME)				
5. Nigerian Social Insurance Trust	Fund (NSITF) Payment	12. Additional Lump Sum Paymer	nt	IPart Withdray	val: Max	kimum (50%)	
		13. Voluntary Contributions Paym	ent ("VC")	**	IVIG	(3078)	
6. Pre-Act Contributions Payment	(Pre-Act)	Date of first appointment:					
7. Lump sum and Annuity Paymen		years). For tax remittance purpos	oluntary Contributions is subject to <u>Personal Income Tax</u> where withdrawn within 5 e kindly state your Tax Payer's ID:				
Kindly tick the box if you wou (This would include application							
(This would include application	status and quarterly State	Attestation					
NOT ACCEPTED until the docur I confirm that the information s	ments have been provided upplied above by me is tru hatsoever arising out of un provided.	. Please refer to the attached doc te and correct and hereby indem ntrue information provided by m	ocument is missing, the application cument checklist for your applicationity STANBIC IBTC PENSION MARE above. I further authorize SIPMI	ion type. NAGERS LIM . to update th	ITED ("SIPMI	_"), its officers	
Signature/Date	PLEASE ENSU	HE THAT YOU DEMAND A RE	CEIPT FOR THIS APPLICATION	I			
	tion was duly completed a	For Official use	only pired documents. I also confirm the	nat original do	cuments we	e duly signted	
by me at the point of application		na cashinaca along min are roqu		iai originai do		o daily olgillou	
Name of Receiving Officer		Signature & Date		CRM Refere	nce Numbe	r	
Branch / Service Location	PLEASE ENSU	RE THAT THE CUSTOMER IS	GIVEN A RECEIPT FOR THIS A	PPLICATION			
<b></b>		CUSTOMER'S	RECEIPT		$\rightarrow$	3	
PEN					•		
RSA Number	- 7	Client Name		CRM Referen	nce Number		
Application submission date		Name of Receiving Officer		Branch / Serv			
notification within 48hours of subr	mitting your documents at A application status via SMS b	NY of our branches/service location	nowledging receipt of your applications, kindly contact our 24 hours 7 of to 30388. SMS costs N10. FREE st	ays a week m	ultilingual con	tact center on 01-	

	BA/FOM/V1
	/ /001
	//201
The Managing Director	
Stanbic IBTC Pension Managers Ltd	
Plot 1678 Olakunle Bakare Close	
Victoria Island	
Lagos	
Dear Sir	
CONSENT TO PROCEED WITH ENBLOC APPLICATION PROCESSIN	G BASED ON AVAILABLE
BALANCE IN MY RETIREMENT SAVINGS ACCOUNT (RSA)	
I hereby authorize Stanbic IBTC Pension Managers Limited to pro-	ceed with the processing of
my Enbloc application ("the Application") dated which	
total balance available in my Retirement Savings Account (RSA) a	s at
I have been made aware that there may be some outstanding pen	sion contributions vet to be
remitted by my former employer into my RSA account. I have equ	•
	•
the event that any outstanding pension contribution are remitted	
from my RSA, and such remittance increases my total RSA balance	•
final remittance to a value above N550,000.00 (Five Hundred and	Fifty Thousand Naira only),
such outstanding pension contribution would automatically	become subject to the
programmed withdrawal or annuity payment option in accordance	e with the provisions of the
Pension Reform Act 2014 and relevant rules and regulation a	applicable to this mode of
withdrawal.	
Yours faithfully	
Tours raining	
NAME.	
NAME:	
RSA PIN: PEN	
SIGNATURE & DATE:	