

REQUIREMENTS & CHECKLIST FOR LUMP SUM AND ANNUITY WITHDRAWAL APPLICATION

IMPORTANT INFORMATION

- Application will only be processed if the required documents are complete
- Original documents will only be processed for sighting
- Offer of gratification to any staff for processing of your benefits is strictly prohibited

PLEASE TICK THE BOX [✓] TO INDICATE ALL DOCUMENTS PROVIDED.

WITHDRAWAL APPLICATION FORM

This is the duly completed and signed application form which states the client is applying for access to his/her total Retirement Savings Account (RSA) balance for a Lumpsum and Annuity payment.

RETIREMENT LETTER

The letter should state the effective date of retirement and should be on the organisation's letterhead (In the case of voluntary retirement, the client should provide official evidence of the terms & conditions of service)

BIRTH CERTIFICATE/DECLARATION OF AGE

The client would have to provide his/her Birth certificate or a declaration of age sworn at a court.

PASSPORT PHOTOGRAPH

One (1) recent passport photograph of the applicant must be submitted with the application.

CONFIRMATION OF STATUS OF ACCRUED PENSIONS BENEFITS

For Private sector and self funded Organisations, Tangerine APT Pensions Limited will write to the ex-employer to confirm the client's:

- Date of birth
- Date of exit from employments and
- that all pension contributions have been remitted to the client's RSA

PAY SLIP

The pay slip must be within 3 months prior to the client's retirement of the client's retirement.

COMPLETED AND SIGNED DATA RECAPTURE FORM

COMPLETED AND SIGNED BVN CONSENT FORM

ACCEPTANCE LETTER

Computation of Lumpsum is done based on the template approved by the National Pension Commission and monthly Annuity is done by the Insurance Company. The Lumpsum and monthly annuity figures should be filled on the acceptance letter and signed off by the client.

MEANS OF IDENTIFICATION

Valid means of identification to be submitted could be any of the following

- National Identity Card
- Valid International Passport
- * Valid Driver's License
- * NIMC Enrolment Slip
- Permanent Voters Card

* Means of ID must be valid at the point of submission of the application

BANK ACCOUNT DETAILS

The clients payment will be made into the bank account details provided with the application through:

- Cheque leaf
- Bankers Confirmation of Account
- Bankers statement of Account
- Permanent Voters Card

LETTER OF EMPLOYMENT

- Letter of first appointment/Letter of attestation(Public sector employees only)
- Letter of employment (private sector employees only)

RETIREE INDEMNITY FORM (Only required for FGN voluntary retirees)

The client will be required to submit a Retiree Indemnity Form (to be signed by the client and stamped at the Court).

PROVISIONAL ANNUITY AGREEMENT

Client will be required to submit:

- An original copy of the Provisional Annuity Agreement duly signed by the client and authorised by Signatories of the Insurance Company.

- The Annuity Agreement must also be stamped and sealed by the Insurance Company and witnessed by an independent party.

ORIGINAL BOND CERTIFICATE & CLEARANCE LETTER (EMPLOYEES OF LAGOS STATE ONLY)

- Original certificate received during Bond ceremony
- Retiree is to complete the Lagos State's clearance process to enable the Government issue a clearance letter to Tangerine APT Pensions Limited

PLEASE NOTE THAT: retirees of self-funded Lagos State's institutions are not required to submit bond certificates.

FOR OFFICIAL USE ONLY

RECEIVING OFFICER: I confirm that all original documents were sighted by me

NAME:

BRANCH/SERVICE CENTRE:

SIGNATURE:

DATE:



APPLICATION PAYMENT FROM RETIREMENT SAVINGS ACCOUNT

RSA PIN

FIRST NAME

MIDDLE NAME

LAST NAME

OTHER NAME

EMAIL ADDRESS

RESIDENTIAL ADDRESS

EMPLOYER NAME

EMPLOYER ADDRESS

GENDER MALE FEMALE
 MARITAL STATUS SINGLE MARRIED DIVORCED WIDOW

MOBILE TELEPHONE NUMBER

OTHER TELEPHONE NUMBER

DATE OF BIRTH (DD MM YYYY)

DETAILS FOR NEXT OF KIN

FIRST NAME

MIDDLE NAME

LAST NAME

OTHER NAME

EMAIL ADDRESS

RESIDENTIAL ADDRESS

GENDER MALE FEMALE
 MARITAL STATUS SINGLE MARRIED DIVORCED WIDOW

MOBILE TELEPHONE NUMBER

OTHER TELEPHONE NUMBER

DATE OF BIRTH (DD MM YYYY)

APPLICATION TYPE

- 25% PAYMENT
- LUMP SUM AND PROGRAMMED WITHDRAWAL PAYMENT
- LUMP SUM AND ANNUITY PAYMENT
- ENBLOC PAYMENT
- NSITF PAYMENT
- HEALTH GROUNDS PAYMENT
- DEATH BENEFITS PAYMENT
- PRE ACT PAYMENT
- ADDITIONAL LUMPSUM PAYMENT
- VOLUNTARY CONTRIBUTION PAYMENT: PART =N= ALL
- FOREIGNER PAYMENT
- MISSING PERSONS PAYMENT

MODE OF EXIT FROM EMPLOYER

- TERMINATION OF EMPLOYMENT
- VOLUNTARY RETIREMENT
- RESIGNATION
- MANDATORY RETIREMENT
- STILL EMPLOYED

SECTOR

- PUBLIC
- PRIVATE (kindly process my exit benefit if my ex employer fails to respond to your letter in respect of confirmation of accrued pensions contribution)

PAYMENT ACCOUNT DETAILS

BANK NAME

BANK ACCOUNT NUMBER

MODE OF PAYMENT BANK DRAFT BANK ACCOUNT

CONFIRMATION OF EMPLOYMENT STATUS

- I HAVE BEEN UNEMPLOYED FOR THE LAST 4 MONTHS TO THE DATE OF THIS APPLICATION
- I HAVE BEEN EMPLOYED FOR THE LAST 4 MONTHS TO THE DATE OF THIS APPLICATION

DATE OF EXIT (DD MM YYYY)

Applications will ONLY be processed if they include ALL the required documents. if any document is missing, the Application will be considered INCOMPLETE and NOT ACCEPTED until the documents have been provided.

I confirm that the information supplied above by me is true and correct and hereby indemnify TANGERINE PENSIONS LIMITED, its officers and privies from any liability whatsoever arising out of false information provided by me above. I further authorize TANGERINE PENSIONS LIMITED to update the RSA details stated above with any of the information so provided above.

FOR OFFICIAL USE ONLY

SIGNATURE

DATE

NAME OF RECEIVING OFFICER

BRANCH / SERVICE CENTRE

SIGNATURE OF RECEIVING OFFICER

PHONE NUMBER

CUSTOMERS RECEIPT

PENSION RSA NUMBER

CLIENT NAME

APPLICATION TYPE

APPLICATION SUBMISSION DATE

NAME OF RECEIVING OFFICER

BRANCH / SERVICE LOCATION





ACCOUNT DETAILS CONFIRMATION

ACCOUNT TYPE

SAVINGS

CURRENT

JOINT

ACCOUNT NAME

ACCOUNT NUMBER

BANK NAME

BANK ADDRESS

SORT CODE

ACCOUNT STATUS

ACTIVE

DORMANT

MOBILE NUMBER

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PHONE NUMBER

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I agree that my personal information can be used in line with Tangerine APT Data Privacy Policy. :
www.TangerineAPT.Africa/privacy-policy. All enquiries/complaints can be forwarded to pensiondataprivacy@TangerineAPT.Africa

CLAIMANT
SIGNATURE/DATE

BANK CONFIRMATION
SIGNATURE/DATE

EXISTING CONTRIBUTOR DATA RECAPTURE FORM

PLEASE COMPLETE ALL INFORMATION IN CAPITAL LETTERS

NOTE: * INDICATE MANDATORY FIELDS **INDICATE CONDITIONAL MANDATORY FIELDS

SECTION 1: RETIREMENT SAVINGS ACCOUNT (RSA) HOLDER'S DETAILS

1a * RSA Status Retiree Active

1b * PFA name

T	A	N	G	E	R	I	N	E	A	P	T	P	E	N	S	I	O	N	S
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1c* RSA PIN (TPL)

P	E	N																	
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(where applicable)
 1d* List of other RSA Pins & their PFA's

SECTION 2: PERSONAL DATA

* Recent Passport Photograph (with white background)

Name boldly written behind the passport picture

2a* Title Mr Mrs Miss Ms
(NAME AS IT APPEARS ON YOUR NATIONAL IDENTITY CARD)

* Surname

* First name

Middle name

Maiden name

* Gender (M/F) Male Female

* Marital Status Married Single Divorced Widowed Separated

* Date of Birth (DD MON YYYY) Sample Date 14-09-1970

* Nationality

Bank Verification Number

* *National Identity Number

* Place of birth(village/city)

* *State of Origin (If Nationality is Nigerian)

* *Local Government Area (If Nationality is Nigerian)

RESIDENTIAL ADDRESS **NIGERIA **ABROAD

House No./Name

Street Name

* *Village/Town/City

* * Local Government Area Code * * State of Residence Code * Country of Residence Code

* Country of Residence

* * State of Resience (If Nationality is Nigerian)

* * Local Government Area of Residence (If Nationality is Nigerian)

* * Zip Code P.O.Box or PMB (if any)

Personal Email Address

* Phone Number Country code (Tel) Mobile Number

SECTION 3: EMPLOYMENT RECORD

3a Sector Classification

3b * (Formal Sector (Fed & State MDAs) Employees-01) (Private Sector Employees-02) (Informal Sector Employees-03) (Cross Border Employees-04)

Middle Name

* Relationship

Correspondence Address

** Nigeria

** Abroad

House No/Name

Street Name

** Village/Town/City

** Local Government Area

** State of Residence

** Country (if based abroad)

** Zip Code/Postal Code (if living abroad)

P.O.Box or PMB (if any)

Email Address

** Phone Number

SECTION 6: CONTRIBUTOR'S CERTIFICATION

I hereby certify that the information provided in this form is correct. I further consent and authorize the National Identity Management Commission to release my NIN information (as may be required) to the National Pension Commission (PenCom), upon request by my Pension Fund Administrator, for the maintenance and operation of my Retirement Savings Account. It is my understanding that PenCom shall exercise due care to ensure that my information is secure and protected.

Name: _____

Address: _____

Signature: _____ Date: _____

(official use only)
Reference Number

SECTION 7: CONTRIBUTOR'S CERTIFICATION (FOR OFFICIAL USE)

7 * Does the Contributor have any Fingerprint Challenge?

 Yes No If yes: Tick Type Partial: Complete: Others:

SECTION 8: PFA CERTIFICATION

* I hereby certify that the information given above is correct to the best of my knowledge

* Name

* Designation

* Date (DD MON YYYY)

I agree that my personal information can be used in line with Tangerine APT Data Privacy Policy. :
www.TangerineAPT.Africa/privacy-policy. All enquiries/complaints can be forwarded to pensiondataprivacy@TangerineAPT.Africa

9a) SECTION 9 : DOCUMENTATION REQUIREMENTS FOR BOTH PUBLIC AND PRIVATE SECTOR EMPLOYEES

- i) One recent coloured passport sized (4"x4") photograph taken against a white background
- ii) Letter of Employment (in the case of Private Sector Employees)
- iii) Letter of first Appointment or Attestation Letter in the case of Police personnel
- iv) Transfer and Acceptance of Service (where applicable)
- v) Birth Certificate or Declaration of Age
- vi) Staff identity card or any one of the following:
 - *) National Driver's License;
 - *) Permanent Voter's Card or
 - *) International Passport
- vii) Staff file No. (in case of a Public Sector employees)
- viii) National Identity Card or Enrolment Slip issued by the National Identity Management Commission indicating the National Identity Number (NIN)
- ix) Bank Verification Number (BVN)
- x) Certificate of RSA Registration (i.e. Welcome Letter or recent RSA Statement showing name and PIN)

9b) ADDITIONAL REQUIREMENTS FOR FEDERAL GOVERNMENT TREASURY FUNDED MDAS:

- i) Promotion Letter and Pay Slip indicating Grade Level and Step as at 30 June 2004 (where applicable)
- ii) Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2007 (where applicable)
- iii) Promotion Letter and Pay Slip indicating Grade Level and Step as at July 2010 (where applicable)
- iv) Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2013 (where applicable)
- v) Promotion Letter and Pay Slip indicating Grade Level and Step as at January 2016 (where applicable)
- vi) Promotion Letter and Pay Slip indicating Grade Level and Step (where applicable). IPPIS Number and date employee joined IPPIS (for employees of MDAs under IPPIS)

REGISTRATION OF RETIREMENT SAVINGS ACCOUNT ON ENHANCED CONTRIBUTIONS REGISTRATION SYSTEM (ECRS)

CLIENT CONSENT FORM

I.....
hereby consent and authorize the Management of Tangerine APT Pensions Limited to utilize and adopt my personal details as registered for BVN and the National Identity Management Commission (NIMC) both information domiciled with NIBSS (Nigeria Inter-bank Settlement System) and NIMC respectively

I have been duly informed by the Management of Tangerine APT Pensions Limited that under the ECRS regime, the National Identification Number (NIN) issued by NIMC is now the unique identifier and requirement for registration and generation of PIN for Retirement Savings Account (RSA).

I also give consent that where there are discrepancies with the personal information provided on the Retirement Savings Account (RSA) form completed by me, Tangerine APT Pensions should consider the data on my BVN and NIMC registration as my authentic personal details for the purposes of RSA administration.

I agree that my personal information can be used in line with Tangerine APT Data Privacy Policy. : www.TangerineAPT.Africa/privacy-policy. All enquiries/complaints can be forwarded to pensiondataprivacy@TangerineAPT.Africa

Signature

Contact Address

Date

D	D	M	M	Y	Y	Y	Y
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