



**NOTICE OF RETIREMENT FORM (PUBLIC SECTOR REFUND)**

PERSONAL DETAILS

Name	
Retirement Date	
PIN No (12 digits)	PEN.....
Mobile Phone No	
Email Address	
Residential Address	

Contact/Postal Address

BANK DETAILS

Valid Account Number

Sort Code

Bank Name

Bank Branch (where a/c was opened)

**Kindly attach copies of the following documents to the form and return as soon as possible.**

- Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
- Duly Filled FCMB Pensions Notice of Retirement form
- Retirement letter from employer
- Appointment letter
- Any 2007 Pay slip
- June 2004 and Last Pay Slip
- Two passport photographs
- Bank confirmation of account (Please include the sort code)
- Age Declaration
- Means of Identification (National I.D./Drivers License or International Passport)
- Written application

Retiree's signature: .....

Date: .....

THE PROCESSING OF RETIREMENT AND TERMINAL BENEFITS IS DONE **FREE OF CHARGE** FOR BOTH RETIREES AND NEXT OF KIN OF DECEASED RSA HOLDERS. ANY DEMAND FOR ANY PAYMENT IS ILLEGAL AND SUCH SHOULD BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE HEAD OF HUMAN RESOURCES AND ADMINISTRATION OR CALL **07080633028/07080633000** OR E-MAIL [info@fcmbspensions.com](mailto:info@fcmbspensions.com) FOR APPROPRIATE ACTION. PLEASE NOTE THAT OUR COMPANY ACCEPTS NO LIABILITY FOR MONETARY DEMANDS BY ANY STAFF