FCMB Pensions

DOCUMENTATION REQUIREMENT CHECKLIST FOR TWENTY FIVE PERCENT (25%) WITHDRAWAL (RSA HOLDERS BELOW 50 YEARS)

1. Data Recapture Exercise – this is mandatory for ALL RSA holders
2. Duly filled FCMB Notice of Retirement form
3. Retirement/Disengagement Letter
4. Written Application
5. Retirement Benefit Registration/verification Slip (treasury funded FGN retirees ONLY)
6. Evidence of any Accrued Pension Rights/Acknowledgement of non-indebtedness by employer (private sector ONLY)
7. Two Passport Photographs
8. Bank confirmation of account (affix Passport and stamped across by the Bank)
9. Sworn Age Declaration/Birth Certificate
10. Valid Means of ID (National Identification Card/Driver's License /International Passport

DOCUMENTATION REQUIREMENT CHECKLIST FOR PUBLIC SECTOR REFUND

1. Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
2. Duly filled FCMB Pensions Notice of Retirement form
3. Retirement letter from employer
4. Appointment letter
5. Severance pay-slip
6. Last pay slip
7. June 2004 pay-slip
8. Two passport photographs
9. Bank confirmation of account (affix passport photograph and stamped across by the bank)
10. Declaration of Age/Birth Certificate
11. Means of Identification (National Identification Card/Driver's License or International Passport)
12. Written application for refund of pension contributions

DOCUMENTATION REQUIREMENT CHECKLIST FOR STATES & FCT REFUND

1. Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
2. Duly filled FCMB Pensions Notice of Retirement Form
3. Retirement letter from employer
4. Clearance letter/ Forwarding letter from State Pension Board and accompanying schedule
5. Letter of First Appointment
6. Two Passport Photographs
7. Bank confirmation of account (affix Passport and stamped across by the Bank)
8. Declaration of Age/Birth Certificate
9. Employee Identity Card
10. Means of Identification (National Identification Card/Driver's License or International Passport)

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Appendix 6

CHECKLIST FOR REQUESTS TO ACCESS RSA FUNDS FOR PAYMENT OF EQUITY CONTRIBUTION

S/N	DESCRIPTION	YES	NO
1	Is the RSA holder in active salaried employment?		
2	Are there 60 months employer/employee's pension contributions in the RSA holder's RSA Statement?		
3	Single application		
4	Joint application		
5	Has the RSA holder Undertaken to use the fund exclusively for residential mortgage?		
6	Is the Mortgage lender approved by The Central Bank of Nigeria?		
7	Does the Mortgage Lender have a valid Pension Clearance Certificate?		
8	Is there evidence of Property Offer letter by property owner showing the value of the property, the property type e.g. Detached, flat, semi-detached, address and terms of sale?		
9	Is there Evidence of Mortgage Offer Letter by the Mortgage Lender indicating the terms of the lending?		
10	Is the 25 % of the RSA balance more than the required equity contribution?		
11	Is the RSA holder recaptured on ECRS?		
12	Has the RSA holder assessed RSA balance for residential mortgage before?		
13	Has the RSA holder assessed the RSA balance due to loss of Job.		
14	Has the RSA holder signed a consent form		
15	Does the RSA holder have more than 3 years to retire from employment? If yes, evidence of first letter of employment or letter of Introduction (where applicable)?		
16	Is the RSA statement of the applicant(s) attached in the submission?		
17	Are the bank account details of the applicant with the Mortgage Lender included in the submission?		
18	Has the RSA holder submitted a written application?		
19	Is the RSA holder Micro pension contributor?		
20	Does the RSA holder want to utilize his/her Contingent Voluntary Contribution, Pre-Act or NSITF to augment the RSA balance?		

REQUIRED AT DISBURSEMENT FOR PFA

		YES	NO
1.	Insurance Policy document		
2.	Valuation report		
3.	Property title document		

FCMB Pensions

DOCUMENTATION REQUIREMENT CHECKLIST DEATH BENEFITS (PRIVATE SECTOR)

1. Letter of introduction from employer with NOKs passport, stamped and signed with two signatories on the letter
2. Registration of Death from National Population Commission or Death Certificate issued by a hospital
3. Letter of Administration / Enrolment order / Will Admitted to probate
4. NOK(s) Means of ID (National ID/Driver's License/Int'l Passport)
5. Deceased Means of I.D
6. Bankers Confirmation Letter verifying signature of account holder(s) for Joint Account or Estate Bank Account (for multiple NOK), with passport stamped across by the bank
7. Two Passport Photographs of NOKs and Two Passport Photographs of Deceased
8. Duly filled Death Benefits Application form
9. Next of Kin Indemnity Form affixed with court stamp across the passport
10. Police report (where death is by accident)
11. Attestation from Notary Public stating the Demise with deceased passport stamped across by the Lawyer (Deceased Retirees or Out of Active Service)
12. Retirement / Resignation Letter (Deceased Retirees or Out of Active Service)
13. Confirmation / Due diligence Report (Staff Only)
14. All affidavit must be affixed with court stamp across the passport

Document status:
Complete ☐

For Official Use
Remarks
……
I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer: …… **Signature**: ……

Date received: …… **Date Dispatched**: ……

Location: ……

FCMB Pensions

DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PUBLIC SECTOR)

1. Letter of introduction from employer with NOKs passport, stamped and signed with two signatories on the letter stating date of 1st Appointment, Date of Birth, Date of Death, Next of Kin, Grade level & step at June 2004, Grade level & step at January 2007, Grade level & step at June 2010, Grade level & Step at June 2013, Grade level & step at June 2016, Grade level & Step at June 2019, Grade level & Step at June 2022, Grade level & step at month of Death ☐
2. Copy of First Appointment Letter ☐
3. Medical Certificate of Death/NPC Registration of Death ☐
4. Copy of Declaration of Age ☐
5. Copy of Pay-slip as @ June 2004 ☐
6. Copy of Pay-slip as @ January 2007 ☐
7. Copy of Pay-slip as @ July 2010 ☐
8. Copy of Pay-slip as @ Dec 2013 ☐
9. Copy of Pay-slip as @ 2016 ☐
10. Copy of Pay-slip as @ 2019 ☐
11. Copy of Pay-slip as @ 2022 ☐
12. Record of Service ☐
13. Copy of last Pay-slip as @ month of death ☐
14. Letter of Administration / Enrolment order / Will ☐
15. Means of ID of Deceased and NOK (National ID/Driver's License/Int'l Passport) ☐
16. Bank Confirmation Form/Joint Account/Estate Bank Account of multiple NOK, all with passport stamped across by the bank ☐
17. Two Passport Photographs of NOKs and Two Passport of Deceased) ☐
18. Duly Filled Death Benefits Application Form ☐
19. Next of Kin Indemnity Form affixed with court stamp across the passport ☐
20. National Pension Commission Death Notification Form (MDA) ☐
21. Declaration of wish/Evidence of nomination of Next of Kin ☐
22. Police report (where death is by accident) ☐
23. Attestation from Notary Public stating the Demise with deceased passport stamped (Deceased Retirees or Out of Active Service) ☐
24. Verification Slip and Retirement Letter * (MDA Deceased Retirees) ☐
25. Confirmation / Due diligence Report (Staff Only) ☐
26. All affidavit must be affixed with court stamp across the passport ☐

For Official Use

I certify that the documents attached herewith for accessing the death benefit indicated above is complete and originals sighted accordingly.

Name of Officer: ……
Date received: ……
Location: ……

Signature: ……
Date Dispatched: ……..

DOCUMENTATION REQUIREMENT CHECKLIST FOR ANNUITY TRANSFER

1. Data Recapture Exercise – this is mandatory for ALL RSA holders
2. Duly filled FCMB Pension Notice of Retirement form
3. Retiree Indemnity form (for FGN Treasury Funded Retirees ONLY)
4. Retirement Letter From Employer
5. Payslip within 3 months of retirement
6. Two recent Passport Photographs
7. PenCom Registration Slip (For FGN Treasury Funded MDAs ONLY)
8. Sworn Age Declaration/Birth Certificate
9. Means of ID (National Identification Card/Driver's License/ International Passport)
10. Bank confirmation of account (affix Passport and stamped across by the Bank)
11. Duly executed Provisional Annuity Agreement
12. Written Application for Annuity transfer