

CHECKLIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

GENERAL CHECKLIST APPLICABLE TO ALL

1. Completed Application Form.
2. Valid Means of Identification.
3. Employer Confirmation (Private Sector Clients and Self-Funded Government Organizations Only).
4. Passport Photograph.
5. Completion of Data Recapture Exercise.
6. Account Update Form
7. Official Application Letter

In addition to the above pre-requisite documents, please refer below:

CHECKLIST FOR 25%

- Birth Certificate / Age Declaration.
- Exit Letter from Employer.

CHECKLIST FOR ENBLOC

- Birth Certificate / Age Declaration.
- Exit Letter from Employer
- Completed Retiree Indemnity Form

CHECKLIST FOR PROGRAMMED WITHDRAWAL

- Birth Certificate / Age Declaration.
- Exit Letter from Employer.
- Last three (3) months pay slip.
- Bond Certificate / Clearance Letter (Employees of Local & State Government).
- Completed Retiree Indemnity Form.

CHECKLIST FOR VOLUNTARY CONTRIBUTION

Employment Letter
Tax Identification Number

CHECKLIST FOR ANNUITY

- Birth Certificate / Age Declaration.
- Exit Letter from Employer.
- Last three (3) months' Pay Slip.
- Bond Certificate / Clearance Letter (Employees of Local & State Government).
- Provisional Annuity Agreement.
- Completed Retiree Indemnity Form.

CHECKLIST FOR DEATH BENEFIT

- Death Certificate.
- Will admitted to Probate / Letter of Administration.
- Employer Confirmation (For Employee that died in Active Service).
- Police Report (For Customers That Died by Road Accident).

Additional Documents – **Optional:**

- Burial Warrant issued by a Local Government Council.
- Evidence of Death/Burial issued by an Islamic Community Head.
- Evidence of Death/Burial issued by a Leader of Registered Church.
- Copy of Obituary Poster (If Any).