

**APPLICATION CHECK LIST**

**25% APPLICATION**

*Only for applicants that have been exited from active employment by their employers and have been out of employment for not less than 4 months from the effective date of exit as stated on the exit letter and still unemployed as at the date of application.*

1. **Data Recapture Exercise** – This is mandatory for ALL RSA holders (Active and Retired)
2. **Application Form** (Original submitted).
  - Application form duly completed and signed which clearly states the client’s application type – 25%.
  - The signature on the application must be the same as that on our records.
3. **Letter of employment:** From the last employers
  - The employment letter must be on the company’s letter
4. **Birth Certificate or Declaration of Age** - Anyone (Photocopy submitted and Original sighted).
  - Birth Certificate or Age declaration from court would suffice.
  - The Age on the birth certificate or age declaration must be the same as the one on our records.
5. **Means of Identity** - Anyone (Photocopy submitted and Original sighted).
  - National Identity Card
  - Valid Driver’s license
  - Valid International Passport
  - Permanent Voter’s Card
  - Banker’s Confirmation letter or a letter from a Notary public.
  - The date of birth on the “ID” must be the same as what “FPML” have on the system
6. **Exit Letter or Letter of retirement** (Photocopy submitted and Original sighted).
  - The letter must be on ex-employer’s letter head paper and must have effective date of exit.
  - The “applicant” must have waited for not less than 4 months after exit as stated in the exit letter and still unemployed as at date of application.
7. **Pay Slip** – Must be within the last 3 months of the date of exist
8. **Passport Photograph** (Two clear recent copies submitted).
  - Two passport of the applicant is required.
9. **Bank Account Details** - Anyone
  - Copy of retiree’s cheque leaf with NUBAN number (Photocopy submitted).OR
  - Duly stamped recent bank’s statement showing Account Name and NUBAN Account Number. (Original clear photocopy submitted).OR
  - Duly signed banker’s confirmation letter showing account details i.e. Account Name, Bank Name and NUBAN Account Number (Original submitted).
10. **Confirmation Letter** (Original Submitted).

- A letter from applicant's ex-employer on the employer's letter head paper confirming remittance of all contributions into the client's RSA, length of service as well as client's date of birth.

11. For **State Account** Authority to Access Retirement Savings Account (RSA) requires Clearance Certificate.