



APPLICATION CHECK LIST

ENBLOC APPLICATION

Only for applicants that have attained the statutory age of 50 years with RSA balance of less than N550, 000.00 only as at date of application.

1. **Data Recapture Exercise** – This is mandatory for ALL RSA holders (Active and Retired)
2. **Application Form** (Original submitted).
 - Benefit application form duly completed and signed which clearly indicate the client's application type – Enbloc.
 - The signature on the system 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** (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 and must not be less than 50 years as at date of application.
5. **Means of Identity** (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 Notary Public.
 - The date of birth on the "ID" must be the same as what "FPML" have on our system which must not be less than 50 years as at date of application.
6. **Exit Letter** (Photocopy submitted and Original sighted).
 - The mode of exit could be RESIGNATION.
 - The letter must be on ex-employer's letter head paper and must have effective date of exit.
7. **Passport Photograph** (Two clear recent copies submitted).
 - Two passport of the applicant is required.
8. **Pay Slip** – Must be within the last 3 months of the date of retirement
9. **Bank Account Details** - Anyone
 - Cheque leaf with NUBAN number (Photocopy submitted). OR
 - Duly stamped recent bank's statement showing Account Name and NUBAN Account Number. (Original or 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 which must not be less than 50 years.

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