

**STANDARD NOTICE OF RETIREMENT**

Affix Recent  
Passport  
Photograph

**1. Account Holder's Particulars:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	First Name	Middle Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN	Date of Birth (dd/mm/yy)	Sex (M/F)	Effective Date of Retirement (dd/mm/yy)	Marital Status (M/S/D/W)

Permanent Home Address:

Current Contact/ Mailing Address:

House Tel. Number  Mobile Tel Number

**2. Current Employment Details:**

Employer's Name and Address

Employer Code

Total Annual Remuneration ₦:  ( Attach Pay Slip)

**3. Details of Benefits:**

Accumulated Contributions to Date: ₦  Status of Retirement Bond ₦   
(If a public sector employee)

Expected Contribution to Date of Retirement ₦  Status of Accrued Benefits ₦   
(if a private sector employee)

**4. Reasons for Retirement/Exit (Please tick appropriately)**

Normal Retirement  Medical  Terms and Condition of Employment

**a.) If on Medical Reasons:**

Medical Condition:.....

Name and Address of Physician/Hospital that issued the medical certificate: .....

Date of Medical Certification   
(dd/mm/yy)

**b.) If under Terms and Conditions Of Employment:**

State Unique Terms and Conditions of employment: .....

<b>PFA Code:</b> <input type="text"/>	<b>Certification by PFA:</b>
_____	_____
Authorised Signatory	Official Stamp
Name: _____	Designation: _____
	Date: _____

**DOCUMENTS TO BE ATTACHED:**

- (i) Official Notice of employment from employer.**
- (ii) Last pay-slip.**
- (iii) Any other evidence of total annual remuneration (specify).**
- (iv) CTC of Retirement Bond Certificate (for employees in public sector).**
- (v) Medical Certificates (where retirement/exit is on medical grounds).**
- (vi) Letter of notification of retirement by employer authenticating medical certificate. (Where retirement/exit is on medical grounds).**
- (vii) Letter confirming that temporary exit is in accordance with terms of employment.**

