

**CardinalStone Pensions Limited**

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**DOCUMENTS REQUIRED FOR THE PROCESSING OF PAYMENT OF VOLUNTARY CONTRIBUTION INTO RETIREMENT SAVINGS ACCOUNT (RSA)**

1. A copy of Applicant's Employment letter from the current employer
2. Benefit Application forms:
  - Benefit Withdrawal Application forms (Passport photograph with White Background to be attached)
  - Consent Form
  - Data Recapture (if the RSA holder is yet to be recaptured)  
Both forms should be obtained from the PFA at the point of applying
3. Valid Means of Identity: Any of these (National Identity Card or NIMC Slip)
4. Letter of Confirmation of account details from the Applicant's Bank
5. Tax Payer ID and Tax Identification Number (TIN Number); or a copy of Tax clearance Certificate

*RSA holders & Retirees are advised against offering of cash or any other form of gifts to any staff in form of charges for services rendered or to be rendered.*

**CONSENT FORM FOR VOLUNTARY CONTRIBUTIONS WITHDRAWAL**

This Withdrawal Form is in line with Clause 4.4 (V) of the Voluntary Contributions Guidelines.

Wherein I, \_\_\_\_\_ of \_\_\_\_\_

do hereby declare that I have been properly enlightened on the types of Voluntary Contributions Withdrawals.

Please find below details of my information provided and the agreed computation benefit pay-out:

<b>APPLICANT'S PERSONAL INFORMATION AND BENEFIT PAY-OUT</b>	
Pin Number:	
Gender:	
Date of Birth:	
Current Age:	
Voluntary Contributor Category:	
Date of Retirement:	
Voluntary Contributions Balance:	
Amount Requested: ₦	

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_