CUSTOMER'S CHECKLIST AND LIABILITY STATEMENT

Please find below the list of documents required for the processing of your benefit payment:

S/N	DOCUMENT FOR PROCESSING CROSS-BOARD RSA	CHECKED & CONFIRMED BY COLLECTION OFFICER
1	Application Form	
2	Pay slip (Pay Advice)	
3	Evidence of National (copy of international passport)	
4	Evidence of work permit in the host country/Resident permit	
5	Clearance from the relevant authorities against money laundering	
6	A letter undertaking to bear any shortfall resulting from exchange rate fluctuation, such undertaking shall also include the individual's willingness to bear all commission/charges relating to the transfers	
7	Employment letter	
8	Letter of introduction by employer	

I hereby confirm that I have submitted all the documents listed above on the checklist to Oak Pensions Limited and that the complete documentation was submitted on_____

CLIENT'S NAME **SIGNATURE** **DATE**

Data Protection & Privacy Consent

By submitting this form, you consent to the use, storage, and sharing of your personal information on the above document with authorized third parties, including the National Pension Commission (PenCom), the Pension Fund Custodian (PFC), Telecom Service Providers and for any legal or regulatory requirement which will be solely for pension administration and in line with data protection laws.

Client's Name: _____ Signature: _____ Date: _____

For Official Use: I hereby confirm that the above documents have been checked and comply with requirements in accordance with the benefit administration guidelines and take responsibility for submitted documents that are not complete or are later found to be inadequate by the processing officer.

DOCUMENTATION OFFICER'S NAME **SIGNATURE** **DATE**