



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 LOSS OF JOB BENEFIT	CHECKED & CONFIRMED BY COLLECTION OFFICER
1	Must have been recaptured	
2	Employment letter	
3	Termination or Acceptance of Resignation Letter	
4	Letter of request for 25% lump sum payment	
5	Client/Retiree withdrawal /exit form	
6	2 passport photographs	
7	Birth Certificate/Age declaration.	
8	Letter of un-indebtedness from the ex-employer. (Private Sector) stating that all employee pension contributions and accrued rights have been paid, and the company is not indebted to the employee.	
9	Clearance Letter (State & Fed. Govt. Employees)	
10	National ID card with NIN Slip .	
11	Change of name documents (Where applicable)	
12	BVN	
13	Banker's Confirmation letter/Statement of account.	

I hereby confirm that I have submitted all the documents listed on the checklist to Oak Pensions Limited, and 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