



...A Better Future

Exit Guidelines

Clients can have access to the balance in the RSAs through Lump Sum, Programmed Withdrawal and Annuities. Retiree shall get a minimum of 25% of RSA balance as lump sum plus monthly programmed withdrawal; the lump sum may be greater than 25% depending on the ability to fund programmed withdrawal.

Documents required for Private Sector Retirees:





1. Notification letter of retirement from the retiree
2. Letter of retirement issued from the employer (two (2) copies)
3. Last payslip before retirement (two (2) copies)
4. Last promotion letter before retirement or appointment letter (if not promoted till retirement) (two (2) copies)
5. Three (3) passport photographs (two (2) copies)
6. Valid means of identification, which can be any of the following:
 - 📄 National Identification Card
 - 📄 Valid International Passport
 - 📄 Valid Driver's License
 - 📄 Letter of confirmation of identity from his/her bank or a Notary Public
7. Statutory declaration of age/birth certificate
8. Evidence of remittance of accrued pension from the employer
9. Confirmation letter of account ownership from the Bank (to indicate the sorte code of the branch where the account is domiciled)(Microfinance, Mortgage Bank and Community Banks not acceptable)

Forms to be collected from First Guarantee Pension Limited offices

10. Benefit Application Form 01
11. Indemnity Form
12. Withdrawal Agreement Form
13. Standard Notice of Retirement

Documents required for Public Sector Retirees:

1. Notification letter of retirement from the retiree
2. Letter of retirement issued from the employer (two (2) copies)
3. Last payslip before retirement (two (2) copies)
4. Last promotion letter before retirement or appointment letter (if not promoted till retirement) (two (2) copies)

5. Bond Registration slip
6. Three (3) passport photographs (two (2) copies)
7. Valid means of identification, which can be any of the following:
 -  National Identification Card
 -  Valid International Passport
 -  Valid Driver's License
 -  Letter of confirmation of identity from his/her bank or a Notary Public
8. Confirmation letter of account ownership from the Bank (to indicate the sorte code of the branch where the account is domiciled) (Microfinance, Mortgage Bank and Community Banks not acceptable)

Forms to be collected from First Guarantee Pension Limited offices

9. Benefit Application Form 01
10. Indemnity Form
11. Withdrawal Agreement Form
12. Standard Notice of Retirement

Documents required for 25% withdrawal on RSA (Private Sector):

1. Letter of application (to include phone number)
2. Termination of appointment letter/ acceptance of resignation letter from the employer
3. Birth certificate/statutory age declaration
4. Last payslip before retirement (two (2) copies)
5. Three (3) passport photographs (two (2) copies)
6. Evidence of due remittance of accrued pension contributions from the employer
7. Confirmation letter of account ownership from the Bank (to indicate the sorte code of the branch where the account is domiciled) (Microfinance, Mortgage Bank and Community Banks not acceptable)





Forms to be collected from First Guarantee Pension Limited offices

8. Benefit Application Form 01
9. Indemnity Form

Documents required for Pre-Act Benefit request (Private Sector only)

Who can apply for Pre Act Benefit Withdrawal?

A RSA holder who has Pre Act contributions can access the total balance standing to the credit in his RSA as Pre Act once his/her employment is terminated with his/her company from which the Pre Act was transferred into his/her RSA.

1. Letter of applicant (to include phone number)
2. Letter of disengagement or acceptance of resignation from employer
3. Birth certificate/statutory age declaration
4. Last payslip before retirement (two (2) copies)
5. Three (3) passport photographs (two (2) copies)
6. Valid means of identification, which can be any of the following:
 -  National Identification Card
 -  Valid International Passport
 -  Valid Driver's License
 -  Letter of confirmation of identity from his/her bank or a Notary Public
7. Evidence of due remittance of accrued pension contributions from the employer
8. Confirmation letter of account ownership from the Bank (to indicate the sorte code of the branch where the account is domiciled) (Microfinance, Mortgage Bank and Community Banks not acceptable)

Forms to be collected from First Guarantee Pension Limited offices

9. Benefit Application Form 01

Documents required in the event of death of an RSA Holder (Public Sector):

1. Notification letter from the employer or Next-of-Kin(s) or the representative of the deceased (to include phone number)
2. Two (2) passport photographs (two (2) copies)
3. Means of identification of the Next-of-Kin(s) - Valid means of identification, which can be any of the following:
 - 📄 National Identification Card
 - 📄 Valid International Passport
 - 📄 Valid Driver's License
 - 📄 Letter of confirmation of identity from his/her bank or a Notary Public
4. The identity of the Next-of-Kin(s) shall be verified on the deceased data base
5. A Next-of-Kin(s) who cannot provide any of the means of identification stated above shall be identified by a third party who will in addition to providing any of the satisfactory means of identification stated above, shall provide an identity confirmation letter of the claimant from a Notary Public.
6. Copy of letter of appointment
7. Copy of statutory declaration of age/birth certificate
8. Copy of payslip as at June 2004
9. Copy of last payslip as at the month of demise
10. Letter of introduction from the MDA stating:
 - 📄 Date of first appointment,
 - 📄 Date of birth,
 - 📄 Date of death'
 - 📄 Grade Level and step as at June 2004, and
 - 📄 Grade and step as at the month of death.
11. If identity of the Next-of-Kin is confirmed, the following documents are needed:
 - 📄 Letter of Administration or Will admitted to probate

AND ANY OF

 - 📄 Certificate of death/cause of death
 - 📄 Certificate of registration of death
 - 📄 Police Report (if accidental death)
 - 📄 Burial warrant issued by a Local Government Council
 - 📄 Evidence of death/Burial issued by an Islamic community head of Judge of Sharia Court
 - 📄 Evidence of death/Burial issued by a lead of a registered Church
12. Confirmation letter of account ownership from the Bank for the Next-of-Kin(s)(the account should be opened based on the name(s) in the Letter of Administration)

Forms to be collected from First Guarantee Pension Limited offices

13. A duly completed PenCom Death Notification Form

Documents required in the event of death of an RSA Holder (Private Sector):

1. Notification letter from the employer or Next-of-Kin(s) or the representative of the deceased (to include phone number)
2. Two (2) passport photographs (two (2) copies)
3. Means of identification of the Next-of-Kin(s) - Valid means of identification, which can be any of the following:
 - 📄 National Identification Card
 - 📄 Valid International Passport
 - 📄 Valid Driver's License
 - 📄 Letter of confirmation of identity from his/her bank or a Notary Public
4. The identity of the Next-of-Kin(s) shall be verified on the deceased data base
5. A Next-of-Kin(s) who cannot provide any of the means of identification stated above shall be identified by a third party who will in addition to providing any of the satisfactory means of

identification stated above, shall provide an identity confirmation letter of the claimant from a Notary Public.

6. If identity of the Next-of-Kin is confirmed, the following documents are needed:
 - 📄 Letter of Administration or Will admitted to probate
 - AND ANY OF**
 - 📄 Certificate of death/cause of death
 - 📄 Certificate of registration of death
 - 📄 Police Report (if accidental death)
 - 📄 Burial warrant issued by a Local Government Council
 - 📄 Evidence of death/Burial issued by an Islamic community head of Judge of Sharia Court
 - 📄 Evidence of death/Burial issued by a lead of a registered Church
7. Confirmation letter of account ownership from the Bank for the Next-of-Kin(s)(the account should be opened based on the name(s) in the Letter of Administration)

Forms to be collected from First Guarantee Pension Limited offices

8. A duly completed PenCom Death Notification Form

Documents required in the event of deceased client without RSA Pin Number (Public & Private Sector):

1. Medical Certificate of death
2. Means of identification of the Next-of-Kin(s) - Valid means of identification, which can be any of the following:
 - 📄 National Identification Card
 - 📄 Valid International Passport
 - 📄 Valid Driver's License
 - 📄 Letter of confirmation of identity from his/her bank or a Notary Public
3. Certificate of registration of death
4. Police report (if accidental death)
5. Letter of administration or Will admitted to probate
6. Declaration of wish/evidence of nomination of Next-of-Kin (s)
7. Confirmation letter of account ownership from the Bank for the Next-of-Kin(s)(the account should be opened based on the name(s) in the Letter of Administration)

Head Office

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For more information and to collect an RSA form please:

Call 01-2714175-8 or 01-2715500-3 or

Log on to www.firstguaranteepension.com or

E-mail: info@firstguarantee.com