

SIGMA PENSIONS INTERVIEW

DOCUMENTS REQUIRED FROM RETIRED / RETIRING CUSTOMERS

Every individual due to retire is to attend an interview at HQ (Abuja) or the Zonal Office at least 6 months before retirement.

PUBLIC SECTOR

1. OFFICIAL NOTICE OF EMPLOYMENT FROM EMPLOYER.
2. LAST 3 MONTHS' PAY SLIPS.
3. ANY OTHER EVIDENCE OF TOTAL ANNUAL REMUNERATION.
4. MEDICAL CERTIFICATES (WHERE APPLICABLE)
5. LETTER OF NOTIFICATION OF RETIREMENT BY EMPLOYER AUTHENTICATING MEDICAL CERTIFICATE.
6. LETTER COFIRMING THAT TEMPORARY EXIT IS IN ACCORDANCE WITH TERMS EMPLOYMENT.
7. CTC OF RETIREMENT BOND CERTIFICATE (FOR EMPLOYEES IN PUBLIC SECTOR)
8. PASSPORT PHOTOGRAPH
9. PROOF OF OWNERSHIP OF A BANK ACCOUNT.

PRIVATE SECTOR

1. OFFICIAL NOTICE OF EMPLOYMENT FROM EMPLOYER.
2. LAST 3 MONTHS' PAY SLIPS.
3. ANY OTHER EVIDENCE OF TOTAL ANNUAL REMUNERATION.
4. MEDICAL CERTIFICATES (WHERE APPLICABLE).
5. LETTER OF NOTIFICATION OF RETIREMENT BY EMPLOYER AUTHENTICATING MEDICAL CERTIFICATE.
6. LETTER COFIRMING THAT TEMPORARY EXIT IS IN ACCORDANCE WITH TERMS EMPLOYMENT.
7. LETTER FROM EMPLOYER CONFIRMING ALL ACCRUED BENEFITS HAVE BEEN PAID INTO THE RSA
8. PASSPORT PHOTOGRAPH
9. PROOF OF OWNERSHIP OF A BANK ACCOUNT.

Please note that each customer will be expected to sign a contract at the meeting and that all payments can only be made through the customer's bank account. We will also require at least 3