



NSITF CONTRIBUTION TRANSFER APPLICATION

To have your NSITF funds transferred to your RSA account, please take the following steps:

1. Choose a pension fund administrator (PFA) and obtain a personal identification number (PIN). Contributions made to NSITF will be transferred to your Retirement Savings Account (RSA) as prescribed by the guidelines issued by the National Pension Commission. If you already have an RSA, please go to Step 2 below.
2. Obtain an NSITF transfer Application form, it should be filled and duly signed. The transfer form should be submitted with the following:
 - Original copy of NSITF membership certificate.
 - Means if ID (Driver’s License, National ID, international passport, Staff ID).
 - A Copy of an evidence of change of name where applicable.
 - NSITF Statement of Account (if available).

Where a client is unable to provide the original copy of NPF/NSITF membership certificate the following is acceptable:

- A sworn court affidavit indicating client NPF/NSITF number which must state loss or non-issuance of NSITF membership certificate
- Letter of indemnity (from the employer who made the contributions) in favor of Trustfund.

Where a client is unable to provide a letter of indemnity because the employer no longer exists, the following documents should be provided:

- Evidence of employment relationship (Appointment, promotion or termination letter)
- Sworn court affidavit for closed company and inability to obtain a letter of indemnity from employer
- A sworn court affidavit indicating client NPF/NSITF number and a letter of personal indemnity) in favor of Trustfund/PENCOM as should have been done by employer, that in the event of any loss, the client will be personally liable.

Please note: you can print out the application form on our website.

APPLICANT DETAILS

Name.....

Surname

First Name

Other Names

Date of Birth.....

Mobile No.....

EMPLOYER DETAILS

SN	Name of Employer	Address	Period Spent with Employer	NSITF Membership No.
i.				
ii.				
iii.				

- I. Beginning Month/Year of Contribution.....
- II. End Month/Year of Contribution.....
- III. Total Amount Contributed.....

(Members can view their statement of Account online from Trustfund Website www.trustfund.com)

RSA DETAILS

(If you do not have a PFA you should select a PFA, open an RSA and then complete the form)

I Name of PFA.....

li RSA Pin.....

lii NSITF Registration No.....

Iv E-mail Address.....

I hereby apply for my contributions made under NPF/NSITF Scheme together with any accrued income thereof to be transferred to my RSA as stated above.

Name.....

Right Thumbprint

Left Thumbprint

Signature.....

Date.....

Applicants are advised to send their completed forms as soon as possible to enable NSITF commence the reconciliation and update of their statement of account on time.

If you are yet to choose a pension Fund Administrator (PFA) or you need further information on how to join the new pension Scheme, Please visit any of our branch offices nationwide or call 01-2551777. You can also e-mail us at info@aiicopension.com

