



Pension and Gratuity Check List

Note: Please print and attach along with rest of required documents listed below.

TO BE PROVIDED BY EMPLOYER

CHEK AN OPTION

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. All opened and closed personal file of the officer resigning or retiring. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 2. Three Pension Forms- properly filled out, signed and stamped by the Head of Department. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 3. Salary Register for the last five years. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 4. Yearly Performance Appraisal forms to verify increments received | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 5. Detailed service record showing date of employment to present | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
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TO BE PROVIDED BY EMPLOYEE

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|---|------------------------------|-----------------------------|-----------------------------|
| 1. Copy of acceptance of Resignation Letter | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 2. Copy of acceptance of Retirement Letter from Ministry of the Public Service and for GWR workers letter from the Ministry. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 3. First Employment Letter for Public Officer and for Teacher First Employment Contract. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 4. Three Declaration forms witnessed and signed by a Justice of the Peace if first employment letter is not on the file. One of the three forms must be signed by a supervisor at the place of first employment. All 3 forms must be completed indicating same exact start and end date (month, day, year). Supported with Social Security contributions history. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 5. Option Letter submitted by the officer stating, he/she opts for a full pension or a reduced pension with gratuity. This only applies to officers with 15 or more years of service. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 6. Birth Certificate (New version) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 7. Certified copy of Social Security Card | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 8. Certified copy of Marriage Certificate (when applicable) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 9. Certified copy of Divorce Certificate (when applicable) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 10. Deed poll in case of name change | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 11. Officer's contact number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 12. Vendor Information Form must be completed and signed -(1) this is if the retiree requests to have his/her benefits deposited at a banking institution (2) To be used for the retiree to assign monthly pension to a banking institution. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

Note: Pensioners are required to sign and submit a Life Certificate in the months of May and December of each year. For info visit publicservice.gov.bz