

GUIDELINES & REQUIREMENTS

You may only withdraw all of your superannuation benefit in the following cases

- You must be over 55 years of age and have ceased employment; or
- Completed at least 25 years of Public Service and have ceased employment; or

If you are a member of the Police Force, Correctional Service or Fire Service, and where you have attained the age of 50 or completed 20 years service, you may withdraw your benefit upon termination of employment, otherwise

If you have, for reasons of resignation or termination of employment, been unemployed for a period 12 continuous months

Please ensure all relevant sections of the Separation Authority form are completed and it is signed by an Authorised Signatory from your previous employer. It is also important that you submit the following documentation

Employer requirements

- Confirmation Letter from your department /employer supporting your resignation/retirement/retranchment
- 2x most recent payslips
- Payslip's net must reconcile with Bank Statement showing the amount and the date.
- Copies of Salary History Cards. Please ensure years 1988/89/90 are included if you contributed during these years.

Member requirements

- 6 months Bank Statement for salary/wages account.
- Statutory Declaration Form for payment method & employment status
- Photocopy of ID Card (Employer Issued or drivers licence) certified by a lawyer

Partial withdrawal - unemployment

Members who have terminated their employment and do not meet the eligibility criteria for full withdrawal may apply for an unemployment benefit after three months of continuous unemployment. You may then apply each month of continued unemployment thereafter by submitting a **(a)** new statutory declaration together with a **(b)** bank statement for the last month.

Medical

If a member is deemed unfit for duty due to a medical condition, and retires on medical grounds, he/she can apply for his/her superannuation entitlements. In addition to provide the above requirements, member must provide.

- Two (2) medical reports from medical practitioners who have treated the member

Transfer to other Authorised Super Fund (ASF)

Members who are currently contributing to another ASF and wish to transfer their funds must provide the above requirements and further provide

- Confirmation letter from current employer
- Account statement from the other ASF

Death

- Death Certificate
- Copy of Deceased ID
- Letter of Demise from the relevant Department/Employer
- Identification Letter (This is to identify beneficiaries when no declaration made)
- Statutory Declaration from Nominated Beneficiaries declaring their identity, date of birth and their relationship to the deceased member
- Nominated Beneficiaries over 18 years of age must have an active bank account. Provide copies of latest bank statement with school or work ID
- For Nominated Beneficiaries below 18 years of age, Funds will be transferred to Retirement Savings Account (RSA) and must complete a Roll Over form
- Beneficiaries/Claimants to provide required forms of identification (refer to list of acceptable ID)

OFFICIAL USE

Receiving Officer _____

Signature _____

Date _____

Branch _____

Remarks _____

On completion of the certification by the Head of Employing Department / Authority or Company, this Form must be submitted to the nearest Nambawan Super Ltd Branch.

ACCEPTABLE FORMS OF IDENTIFICATION DOCUMENTS (ID)

Category A

PHOTO ID

- Nambawan Super Fund membership ID (for Nambawan Super, Choice Super or RSA Members)
- Valid passport
- Valid driver's licence
- National Identification (NID) card plus the government issued birth certificate (for 18 years and above)
- Valid seaman's book (for merchant shipping workers)
- Membership ID card from an Authorized Superannuation Fund (ASF) in PNG (for Death Benefit Applicants)
- Employment ID card from applicant/beneficiary's current, established and reputable employer.
- Valid school ID card from applicant/beneficiary's established and reputable learning institution (for students)

NON - PHOTO ID

- Government issued birth certificate (for minors aging from 0-17 years) with photo ID of parent or guardian

Category B

- Health book or card issued by an established and recognized hospital, clinic or health provider (for minors aging from 0-17 years) with photo ID of parent or guardian
- Government issued marriage certificate
- Citizenship certificate (for naturalized or dual citizenship)
- Government issued taxpayer identification (TIN) certificate
- Government issued work permit (for non-citizen members)
- Valid tourist, work or diplomatic visa (for PNG citizens issued by a recognised diplomatic mission)
- The Member's employment records of next of kin or beneficiaries (for Nil Beneficiary Applicants)

Category C

- Confirmation letter from the Principal/Registrar of the applicant/beneficiary's learning institution confirming that applicant/beneficiary is a student (for students)
- Confirmation letter from the applicant/beneficiary's employer confirming that he is a current employee
- Reference letter from applicant/beneficiary's referee who is;
 - The applicant/beneficiary's Bank's employee with managerial position
 - A District Court Magistrate
 - An Appointed Judge of National and Supreme courts of PNG
 - A notable citizen of good standing in society who knows the applicant/beneficiary/deceased member for more than 3 years
 - A current registered Senior Practising Lawyer
 - Registered Medical Practitioner
 - Registered Dentist
 - Registered Pharmacist
 - Registered Physician
 - Certified Practising Accountant.

Category D

(Applicable only when Death Benefit Applications lodged through NSL employee)

- Vouch internal memo from a current NSL employee who knows the applicant/beneficiary and the deceased member for more than 5 years

Instruction

1. Applicant/beneficiary must always present the original identification document at the counter or a copy certified by a lawyer. This applies to both listed and nil beneficiary applications.
2. Applicant/beneficiary is required to present any of the following ID combinations;
 - i. Two (2) photo IDs in Category A
 - ii. One (1) photo ID and One (1) Non - photo ID in Category A plus One (1) ID in Category B
 - iii. One (1) photo ID in Category A and Three (3) IDs in Category B
3. If the Applicant/Beneficiary is unable to provide the above ID combinations, he can provide one of the following;
 - i. Two (2) IDs in Category C – the letter should state the referee's personal and employment details, profession or job position, contact details, how long has he known the applicant/beneficiary/deceased member and in what circumstances or relationship.
 - ii. Referee to provide a certified copy of two (2) photo IDs in Category A.
 - iii. NSL will conduct interview with the referee and a record of Interview will be signed.
4. If an NSL Employee personally knows the applicant/beneficiary as well as the deceased member and death benefit application has been lodged through employee;
 - i. The employee must provide a memo in Category D – the memo should state the employee's personal and employment details, profession or job position, contact details, how long has he known the applicant/beneficiary/deceased member and in what circumstances or relationship.
 - ii. Employee must provide two (2) photo IDs in Category A.
 - iii. NSL will conduct interview with the employee and a record of Interview will be signed.