

PUBLIC SERVICE PENSIONS FUND

APPLICATION FOR RETIREMENT BENEFITS

Made under Regulation 16(2)

Member Photo

(DUPLICATE FORMS TO BE COMPLETED BY THE MEMMBER IN CAPITAL LETTERS)

A. MEMBER'S DETAILS

1. Registration No. _____ 2. Surname: _____

3. Other Names: _____ Date of Birth: _____

4. Postal Address: _____

5. Physical Address: _____ City: _____

Street: _____ Plot/House No. _____

6. Phone: _____ E-mail: _____

7. Bank Name: _____ Branch Name: _____ Account No. _____

8. Leave without Pay (Give Dates); From _____ To _____

9. Local Authorities Services (Give Date); From _____ To _____

10. Any Outstanding Loan

1 _____ as at _____ Payee: _____

2 _____ as at _____ Payee: _____

3 _____ as at _____ Payee: _____

11. Date of Retirement / Invalidity _____

12. Reason for Retirement (Please tick the appropriate)

i. Attainment of pensionable Age []

ii. Early Retirement []

iii. Invalidity Benefit []

WARNING: Any person who for the purpose of obtaining any benefits for himself or some other Person makes any false statement or representation or produce or causes to be produced or furnished any document or information which he knows to be false in material particular, commits an offence under the Public Services Retirement Benefits Act (No. 2 of 1999).

13. I do hereby certify and declare that all particulars as recorded above are correct and in accordance with my employment records.

14. Signature. _____

B. EMPLOYER'S DETAILS

15. I certify that particulars of the employee as recorded above are correct and true and in accordance to his/her records.

16. Name and address of Employer. _____

17. Employer's Representative Name _____ Designation _____

Employer's rubber stamp _____ Signature _____ Date _____

C. FOR PSPF USE ONLY

18. Checked by _____ Signature _____ Date _____

19. Approved by _____ Signature _____ Date _____

20. Remarks _____

Please Turn over for Guidance on How to fill the Form

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FORM FILLING GUIDELINES AND GENERAL INFORMATION

1. The information to be filled here is very important for the preparation of terminal benefits for the member
2. Registration Number should be the member's payroll Check Number.
3. Address should be the address where the member will reside after retirement
4. The Bank details should be the bank name, Branch and the account that the member wants his/her benefits to be paid to. (Choices available are CRDB Bank, NMB, Standard Chartered Bank and Barclays).
5. A member who at any time of his/her employment with the Central Government had been granted leave without pay, should indicate such a period in section A sub-section 8 of this form.
6. A member who at any time of his/her employment had been transferred to local Government Authorities should indicate so in section A sub-section 9 of this form.
7. Any outstanding Loan with the Government/Employer should be declared in section A sub-section 10 of this form. The outstanding Loan declared should be as at the date of retirement.
8. A member should affix in the position provided a coloured passport size photograph.
9. The form must be signed by DAP or Principal Administrative officer or any other authorised officer in-charge of the retiring employee (member) in the "employer's representative" box.
10. One form go to the PSPF and the other will be retained by the employer.
11. The following should be attached to this form:
 - i. Promotion letters from July 1999 to retirement date.
 - ii. Salary slip immediately before retirement.
 - iii. If previously employed on operational terms, he/she should submit the NSSF statement of contributions
 - iv. A photocopy of bank card (front view) displaying the Bank A/C number and account name.
 - v. Retirement notification letter.
 - vi. Bank details form.
12. The forms should be returned to the following address:-

Director General,
Public Service Pensions Fund
P.O. Box 4843
Dar es Salaam.