



UNREMITTED BENEFITS APPLICATION

This form should be completed by a member seeking his/her benefits.

PERSONAL INFORMATION

Name of Member: _____ NIC DAP Number: _____

Member Number: _____ Payroll/IPPS Number: _____ Date of Birth: _____

Date of Joining Service by the Employer: _____ Date Joined MURBS: _____

Date of Leaving Service: _____ Current Employer: _____

Phone Number: _____ E-Mail Address: _____

WHERE WERE YOU PAID YOUR PENSION BENEFITS AFTER RETIREMENT/WITHDRAWAL? *(Please tick)*

- NSSF
 NIC DAP
 Makerere University (Pension office)
 Makerere University Retirement Benefits Scheme

BANK ACCOUNT DETAILS

Please provide below your bank account details for the purpose of depositing your funds.

NAME (as indicated on your Bank Account): _____

ACCOUNT NUMBER (Start in the first space)

1	2	3	4	5	6	7	8	9	10	11	12	13

NAME OF BANK: _____

BRANCH NAME: _____

NOTE: *You are responsible for the correctness of your bank account details and the Trustees of MURBS will not be responsible for any mistake on your behalf.*

Signature of Applicant: _____ **Date:** _____

COMPLETED BY (FOR OFFICIAL USE ONLY) :

Pension Officer: _____ Signature : _____

Date and Stamp: _____



REQUIREMENTS WHEN APPLYING FOR RETIREMENT BENEFITS (IHRBS)

- ✓ A letter addressed to the Chairperson, Board of Trustees, requesting for payment of funds (In-House Benefits)
- ✓ Copy of the University Staff ID/National ID
- ✓ Duly completed Benefits Application Form **(Form issued by Scheme)**
- ✓ Letter from the Sponsor (Makerere University) confirming Normal Retirement, Early Retirement, Late Retirement or Death in Service.
- ✓ Copy of the Member's Appointment letter
- ✓ Bank Confirmation of a Member's Unencumbered Account **(Form issued by Scheme)**
- ✓ A copy of the Clearance letter from your Department or College



Date:

To: The Manager,

.....

Dear Sir/Madam,

Re: Confirmation of Bank Account Details

This is to inform you that Makerere University Retirement Benefits Scheme (MURBS) is processing retirement benefits for The funds will be paid into his/her bank account held in your bank.

This is therefore to request you to confirm MURBS, in writing, the following:

1) Account Details

Account Name

Account Number

Bank Name

Branch Name

2) Encumbrance, if any

In your letter, please clarify whether or not the Bank Account provided in 1) above is free from any encumbrances (such as payment of a loan, dormancy, etc)

Yours Sincerely,

Susan Khaitsa

Principal Pension Officer