



CLAIMANT'S PHOTO:



## NAPSA RETIREMENT BENEFIT

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(i) **Application for a Benefit**

This form has to be filled in whenever you are applying for any of the Retirement Benefits payable under the National Pension Scheme Act. Before you complete this form, please ensure that you carefully read through the instructions below.

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(ii) **Misrepresentation of Facts**

Any person who makes a false statement or representation or produces or furnishes or causes to be produced or furnished any information which he or she knows to be false in a material particular is guilty of an offence under Section 51(I) (C) of the National Pension Scheme Act No. 40 of 1996.

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(iii) **Retirement Pension**

To qualify for **Retirement Pension** you should have met the following conditions:-

1. You should have attained the pensionable age of 55, 60 or 65 years and,
  2. You should have either made at least 180 months of contributions to NAPSA, or
  3. You should have made the minimum number of contributions specified in the National Pension Scheme (Benefits and Eligibility) Regulations, 2000.
  4. You should have made up the minimum required number of 180 contributions by converting your ZNPF balance in accordance with the provisions of the National Pension Scheme (Benefits and Eligibility) Regulations, 2000.
  5. A member who, otherwise, does not meet the conditions stated on point 1 to 4 but has attained Retirement age of 55, 60 or 65 years instead qualifies for a **Retirement Lumpsum**.
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(iv) **Provisions of the Amended Act No. 7 of 2015**

1. The Amendment Act provides for the definition of pensionable age as sixty (60) years. This means that members joining the Scheme after **14<sup>th</sup> August 2015** will attain normal retirement age on their 60<sup>th</sup> birthday.

2. Early retirement age has therefore been amended to fifty-five (55) years (from fifty years), while late retirement age will be sixty-five (65) years.
  
3. The condition for award of early retirement pension is that the member notifies the contributing employer of their intention to retire twelve months before attaining the age of 55 years, while for late retirement (at 65 years) twelve months' notice must be given to the contributing employer before the member attains the age of 60 years.
  
4. The qualifying criteria for award of early, normal and late retirement pension benefit will be at least one hundred and eighty (180) monthly contributions to the Scheme. Any member that does not meet this criterion will be paid a lump sum benefit.
  
5. A member who has gone on early retirement at 50 years and has a minimum 180 contributions qualifies for Early Retirement Pension.

**Note: When a Member is working on contract and is above 55 years but below 65 years, the employer is under obligation to continue deducting NAPSA contributions for the Member.**

**(v) Requirements**

1	Clear and Certified Photocopy of Members NRC			
2	One Passport Size Photo ( <i>Less than 6 months old</i> )			
3	Clear and Certified Photocopy Certificate of Service/ Retirement Letter/ letter of Separation. The documents MUST indicate the date of separation with Names as on NRC.			
4	Clearly and correctly completed Bank Declaration Form ( <i>If member already qualifies for a Pension at claim submission, this form is not required</i> )			
5	<i>ALL Documents requiring certification should be done by a commissioner for oaths with the Commissioner for Oaths title on the stamp or The Presiding Magistrate, with an exception to original documents addressed to NAPSA</i>			
	<b>Document Receipt Checker</b>	<b>CSC</b>	<b>CSO</b>	<b>RC</b>

RECEIVED BY:.....

Man No.....

VETTED BY:.....

Man No.....

SCANNED BY:.....

Man No.....

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**A. MEMBER'S DETAILS** (*Names and Date of Birth MUST be as per the NRC*)

**1. NAME**

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SURNAME                      MIDDLE NAME                      FIRST NAME

**2. DATE OF BIRTH**

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**3. RESIDENTIAL ADDRESS**

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**4. NAPSA SOCIAL SECURITY NUMBER**

ONE DIGIT FOR EACH BOX

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**5. NATIONAL REGISTRATION CARD NUMBER**

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**6. NPF SOCIAL SECURITY NUMBERR** (IF ANY)

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**B.** (*Field MUST be completed by the last Employer the where the claimant served*)

**EMPLOYER'S CONFIRMATION OF MEMBER'S SEPARATION OR RETIREMENT**

**TO BE COMPLETED BY SOMEONE IN MANAGEMENT / SENIOR OFFICER**

Employers Account Number

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I confirm that ..... was employed by this company and to the best of my knowledge Separated/ Retired on .....

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NAME (IN FULL)

DESIGNATION

SIGNATURE

OFFICIAL STAMP
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**C.**

**MEMBER'S EMPLOYMENT HISTORY**

*(The Claimant MUST list down ALL the Companies they worked from 2000 February)*

EMPLOYER'S FULL NAME AND ADDRESS	PERIOD EMPLOYED			
	FROM		TO	
	Month	Year	Month	Year

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**D.**

**APPLICANTS PREFERENCE REGARDING ZNPF BALANCE**

Please indicate whether you would like your ZNPF balance to be considered for purposes of computing your benefit.

1. I opt to have my ZNPF balance converted to months of pensionable employment  
YES/NO
  2. I opt to collect my ZNPF balance as a lumpsum  
YES/NO
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E.

**PARTICULARS OF BENEFICIARIES** (*Only Spouse(s), Biological and/or legally Adopted Children*)

The Authority reserves the right to apply the applicable rules. This means that some of the individuals you may list may not receive a benefit because they are not entitled to it by reason of the rules of the National Pension Scheme Regulations as stipulated in Statutory Instrument No. 71 of 2000.

<b>SURNAME</b>	<b>FIRST NAME</b>	<b>DATE OF BIRTH</b>	<b>SEX</b>	<b>NRC NUMBER</b>	<b>RELATIONSHIP</b>

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**F.**

**CLAIMANT'S DECLARATION** (*Field to be completed by the claimant*)

1. **SURNAME NAME:** \_\_\_\_\_  
**OTHER NAMES:** \_\_\_\_\_
2. **NRC No.** \_\_\_\_\_ **CONTACT No.** \_\_\_\_\_  
(*Or Passport number for Non Zambians*)
3. **ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that to the best of my knowledge the information provided above is correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Thumb Print

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**G.**

**FOR OFFICIAL USE ONLY**

Name: \_\_\_\_\_ Man No.: \_\_\_\_\_

Form received by me on: \_\_\_\_\_

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**NPS Form R3 (1/99)**