



**NICO LIFE INSURANCE COMPANY LIMITED**  
**P.O. BOX 3044**  
**BLANTYRE**

**NOTICE OF WITHDRAWAL FORM FROM THE PENSION SCHEME**

Name of scheme:.....

Name of Employee.....Membership No:.....

Date of Appointment:.....Date of Joining Scheme.....

Date of Termination of service: :.....

Reason of withdrawal (see Note 1.) :.....

Last deduction made in the month of :.....

Total salary Earned from 1<sup>st</sup> July.....to.....20.....[see note 3] =.....

Total Pension Contributions in the year of withdrawal [see note 3] =.....

Total Amount of Benefits Paid to Employee i.e. [see note 3]

[a] Notice Pay =.....

[b] Salary Earned in Lieu of Notice =.....

[c] Commutation of Leave Days =.....

[d] Severance pay =.....

[e] Exgratia Payments =.....

Total Tax Deducted (for all the benefits above) =.....

Signed : .....

Name : .....

Designation : ..... Date: .....

Official Stamp: .....

**NOTES:**

1. "Reason for Withdrawal" should be the actual reason for which the Employee is leaving service e.g. resignation, or dismissal, Redundancy, Retirement e.t.c.
2. If an employee is entitled to take a deferred pension, and wishes to do so, instead of taking a cash refund of member's contributions plus interest, NICO will quote both benefits. Where a deferred pension option is available, this form should be submitted in good time so that figures can be given to the employee to enable him make his decision before leaving.
3. Total emoluments earned during the year in which Employee withdrew from the Pension fund and Tax deducted. Total pension contributions made by an employee during the year of withdrawal. Total amount of terminal benefits received by the Employee.