



Mainstream Document Requirements for Retirees

November, 2020

Documents needed before retirement date.

1. Notification of retirement letter/Notification of Death
2. Death certificate (if employee is deceased)
3. Acceptance of retirement letter/Death Benefits/Gratuity Clearance letter
4. Letter of appointment
5. 2 appropriately filled LASPEC Forms (including the DFA and Permanent Secretary Stamp + passport photographs)
6. Confirmation of appointment letter
7. All promotion letters
8. All clearance letters (Housing, Skye Bank, Car and Cooperative)
9. Personalized vehicle Clearance letter (FROM GL 15, **permanent secretary**)
10. Asset Declaration Certificate (GL 10 and upwards who retired from August 2018) - This can be gotten from the **Code of Conduct Bureau** located on **Oba Akinjobi Road, Old Secretariat, Ikeja.**
11. Letter of transfer of service (if applicable)
12. Record of service
13. PFA Certificate

Additional documents after retirement

- PFA Statement
- Salary bank Statement from 3months before retirement till current date
- Last 3 Pay slips

For the Retirees who were previously teachers before switching to mainstream

- Record of teaching service from various schools
- Confirmation of teaching service from various school districts
- Transfer of service letter to mainstream

If you owe money on Housing, Car, Skye Bank, cooperative clearance: You will need Alpha-Beta or Treasury receipt if you have paid