

To : The Director, HRMD

From : Signature: ID:

Subject : My Retirement from service in / / H / / G

Assalamu Alaikum Wrahmatullah Wabarakatu

I would like to inform you of my desire to enjoy the retirement benefits as a participant in the IDB Staff Retirement Plan. I would like to commute% (Only per cent) of my pension salary. I understand that the commutation is withdrawal of the % of my pension and it is not a loan to be recovered later. I also pledge to submit from time to time a certificate of updated information, attested by a duly authorized body, at least once a year in the first week of each Gregorian year. I acknowledge that failure to submit such a certificate to the Pension Fund may lead to delay or suspension of transfer of my pension salary

1 - Addresses:

Home Phone No.	
Office Phone No.	
Mobile	
Fax	
E Mail	
Postal Address	

2 - Emergency Contact:

Name	
Relationship	
Home Phone No.	
Office Phone No.	
Mobile	
Fax	
E Mail	
Postal Address	

3- Bank name and account number

Beneficiary Name	
Account No.	
I BAN	
Bank Name	
Branch	
Bank Address	
SWIFT Code	

*Recent Coloured photograph is attached.