



Government of The Republic of Trinidad And Tobago
Ministry of Finance
Treasury Division, Pensions Management Branch

List of Documents required for processing of Retirement Benefits:

- ❖ Signed copy of your Memorandum to the D.P.A. noting retirement;
- ❖ Original signed Letter of Option (signed before retirement date);
- ❖ Original Birth Certificate with supporting Affidavit, (if necessary);
- ❖ Original Marriage Certificate, if applicable;
- ❖ D.P.A.'s Letter of first permanent appointment (a signed/certified copy);
- ❖ A Letter of confirmation (a signed/certified copy)
- ❖ Confirmation of first appointment
- ❖ N.I.S., Income Tax File Number and Address;
- ❖ Statement of Indebtedness;
- ❖ Telephone Contact Number.

