



BASIC REQUIREMENTS FOR TRANSFER OF FUNDS

Refund applications take approximately 3 months to process from the date all original documents are received by our office. Incomplete applications will be cancelled after 3 months. The Chamber Pension Plan reserves the right to request additional documentation to support all applications

LOCAL PENSION TRANSFER

1. Completed Transfer Request application form
2. Copy of a photo ID : (e.g. Driver's License/Passport photo page)
3. The Transfer Request form MUST be signed by the receiving pension plan.

The above documentation may initially be faxed or emailed to our office; however, a payment date cannot be assigned until ALL requirements are met and the original copies of the documents are received by our office.

OVERSEAS PENSION TRANSFER

For members to transfer their pension benefit outside of the Islands, they must have (1) terminated their employment and (2) cessation of residence for two years and (3) made no contributions to the pension for two years. Once a member has satisfied these conditions an application may be submitted.

This request is subject to the approval from the Director of Pension therefore, the Chamber Pension Plan has no control over the time frame in which this application will be processed.

1. Completed Refund Request application form
2. Completed Department of Labour and Pension Office's Individual Transfer Request – Defined Contribution Plan Form
3. Prospectus/brochure of plan
4. Contact information and detailed payment instructions
4. Identification – Notarized **VALID PASSPORT** Required pages include:
 - o Photo, expiration, signature
 - o Latest Cayman Islands work permit stamp

Note: If passport which holds latest Cayman Islands work permit stamp has expired a certified copy of expired passport must accompany application. **OR** If passport which holds latest Cayman Islands work permit stamp is no longer in your possession a certified letter explaining reason must accompany application.

The above documentation may initially be faxed or emailed to our office; however, a payment date cannot be assigned until ALL requirements are met and the original copies of the documents are received by our office.

