

Dear Plan B participant:

Kindly find below a step-by-step guide on how to proceed in filling the two forms that are required to start processing your Termination Withdrawal/Hardship Withdrawal request:

1) Form to Be filled:

- a. Plan B Withdrawal/Hardship Form and
- b. Dominion Compliance Tax Form

2) Instructions on filling the forms:

a. Withdrawal/Hardship Form

- Under Member address, kindly provide your address as indicated on the Address verification document you will provide.
- Under type of withdrawal, kindly tick Termination of employment or Hardship Withdrawal whichever applies)
- Under Payment Election, kindly tick Wire Transfer
- Under "Local Bank Info" Please provide the full bank details of where you want the funds (in \$) to be deposited. Please note that it is preferable that the bank be in the same country you are residing in so that it meets Compliance requirements. Also for Banks outside of the US. Kindly make sure to fill in the Section entitled "US Bank Correspondent Bank Info"
- Sign and Date the Form
- Provide a personal email address as well as a telephone number.

b. Dominion Compliance Tax Form

- Detailed Instructions Provided on the Form.

3) Additional Compliance document Requirements :

- An ID Verification: Kindly bring in your passport when submitting the forms to be scanned at our offices. ***Passport should be valid for more than 6 months.***
- An official address verification document:
 - o A residence Attestation from the Mokhtar with its English Translation from a Certified Translator is accepted.
 - o A utility bill or bank statement (certified by the bank) not older than three months that shows clearly and completely your current address is accepted (again high resolution scan)

Kindly note that should your bank account be a joint account, the Additional Compliance Document requirements should also be secured for the joint account holder.

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