



DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PRIVATE SECTOR)

- Letter of introduction from employer with NOKs passport, stamped and signed with two signatory on the letter
- Registration of Death from National Population Commission/Hospital Death certificate
- Letter of Administration / Enrolment order / Will
- NOK(s) Means of ID (National ID/Driver’s License/Int’l Passport)
- Deceased Means of I.D
- Bank Confirmation form /Joint Account / Estate Bank Account of multiple NOK, all with passport stamped across by the bank
- Two Passport Photographs of NOKs and One Passport of Deceased
- Duly Filled Death Benefits Application form
- Next of Kin Indemnity Form affixed with court stamp across the passport
- Police report (where death is by accident)
- Attestation from Notary Public stating the Demise with deceased passport stamped across by the Lawyer(Deceased Retirees or Out of Active Service)
- Retirement / Resignation Letter (Deceased Retirees or Out of Active Service)
- Confirmation / Due diligence Report (Staff Only)
- All affidavit must be affixed with court stamp across the passport

Document status:

Complete

For Official Use

Remarks

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

Name of Officer: **Signature:**

Date received: **Date Dispatched:**

Location:



DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PUBLIC SECTOR)

- Letter of introduction from employer with NOKs passport, stamped and signed with two signatory on the letter Stating date of 1st Appointment,
Date of Birth, Date of Death, Next of Kin, Grade level & step at June 2004,
Grade level & Step at January 2007, Grade level & Step at June 2010,
Grade level & Step at month of Death
- Copy of First Appointment Letter
- Medical Certificate of Death/NPC Registration of Death
- Copy of Declaration of Age
- Copy of Pay-slip as @ June 2004
- Copy of Pay-slip as @ January 2007
- Copy of Pay-slip as @ July 2010
- Copy of Pay-slip as @ Dec 2013
- Copy of Pay-slip as @ Dec 2017
- Copy of last Pay-slip as @ Month of death
- Letter of Administration / Enrolment order / Will
- Means of ID of Deceased and NOK (National ID/Driver’s License/Int’l Passport)
- Bank Confirmation form /Joint Account / Estate Bank Account of multiple NOK, all with passport stamped across by the bank
- Two Passport Photographs of NOKs and One Passport of Deceased)
- Duly Filled Death Benefits Application form
- Next of Kin Indemnity Form affixed with court stamp across the passport
- National Pension Commission Death Notification Form (MDA)
- Declaration of wish/Evidence of nomination of next of Kin
- Police report (where death is by accident)
- Attestation from Notary Public stating the Demise with deceased passport stamped (Deceased Retirees or Out of Active Service)
- Verification Slip and Retirement Letter * (MDA Deceased Retirees)
- Confirmation / Due diligence Report (Staff Only)
- All affidavit must be affixed with court stamp across the passport

Document status:

Complete

For Official Use

Remarks

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I certify that the documents attached herewith for accessing the death benefit indicated above is complete and originals sighted accordingly.

Name of Officer:

Signature:

Date received:

Date Dispatched:

Location: