



DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PRIVATE SECTOR)

- Duly Filled Death Benefits Application form
- Registration of Death from National Population Commission
- Letter of Administration
- Letter of Introduction From Deceased Employer
- Two Passport Photographs
- Means of ID (National ID/Drivers License/ Voter’s Card/Int’l Passport)
- Bank Confirmation of Account (NUBAN) NOK

Document status:

Complete

Incomplete

Kindly State Outstanding Document(s)

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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 of Officer:

Date received:

Date Dispatched:

Location:



DOCUMENTATION REQUIREMENT CHECK LIST DEATH BENEFITS (PUBLIC SECTOR)

- 1. Duly Filled Death Benefits Application form
- 2. Next of Kin Indemnity Form
- 3. Death Notification Form (MDA)
- 4. Medical Certificate of Death/Registration of Death
- 5. Declaration of wish/evidence of nomination of next of Kin
- 6. Copy of First Appointment Letter
- 7. Copy of Declaration of Age
- 8. Copy of last Pay-slip within the year of death
- 9. Copy of Pay-slip as @ 30th June 2004
- 10. copy of Pay-slip as @ January 2007
- 11. copy of Pay-slip as @ June 2010
- 12. Letter of introduction from employer with NOKs passport, stamped and signed,
 - a. stating date of 1st Appointment,
 - b. Date of Birth, Date of Death, Next of Kin, Grade level & step at June 2004,
 - c. Grade level & Step at January 2007, Grade level & Step at June 2010,
 - d. Grade level & Step at month of Death
- 13. Letter of Administration
- 14. Two Passport Photographs
- 15. Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- 16. Bank Confirmation of Account (NUBAN)

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