



Checked list of Documents for the processing of Death Benefits (PUBLIC SECTOR)

NAME OF DECEASED

PIN NUMBER

ORGANIZATION

DATE OF DEATH

NAME OF NEXT OF KIN

PHONE OF NEXT OF KIN

CONTACT ADD NEXT OF KIN

DATE OF SUBMISSION

- Certified True Copy of Letter of Administration or Will admitted at Notary Public or Probate Registry
▪ A letter from the Next of Kin's Bank confirming ownership of Account Number for the disbursement of the Benefits
▪ Means of identification of next of kin, such as Photocopies of Drivers License, National ID, International Travelling Passport, or Letter of Identification of identity from His/her bank;
Where the next-of-kin cannot provide any means of identification as stated above, he/she shall be identified by a 3rd party who would in addition provide satisfactory means of identification as stated above
▪ Completed Death /Missing Person Notification Form with a passport photograph of the deceased
▪ A Letter of introduction from the employer Stating date of first appointment, date of birth, date of death, grade level and step as at June, 2004, grade and step as at the month of death and name of next of kin..
▪ Copy of letter of First Appointment.
▪ Birth Certificate/Sworn declaration of Age of the deceased.
▪ Copy of pay slip/ evidence of grade level and step as at June, 2004.
▪ Copy of pay slip/ evidence of grade level and step as at the month of demise
▪ Copy of pay slip/ evidence of grade level and step within 2007.
▪ Copy of pay slip/ evidence of grade level and step as at June, 2010.
▪ Copy of transfer of service (where applicable)
▪ Death Certificate or evidence of death
▪ Evidence of registration with Pension Fund Administrator indicating PIN or DBA number.

PPL BRANCH OFFICER NAME

ORIGINATING BRANCH

PROCESSED BY