



CHECKLIST OF DOCUMENTS FOR PROCESSING DEATH BENEFITS (DBA)

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.....

- A letter from the Next of Kin's Bank confirming ownership of Account Number for the disbursement of the Benefits.....
A Letter of introduction from the employer Stating date of first appointment, date of birth, date of death, grade level/step as at June, 2004, grade/step as at the month of demise & name of next of kin
Copy of letter of First Appointment.....
Birth Certificate/Sworn declaration of Age of the deceased.....
Copy of pay slip as at June, 2004.....
Copy of last pay slip within the year of demise.....
Death Certificate or evidence of death.....
Evidence of nomination of Next of Kin from the deceased employer .....
Names /address /Phone no. of NOK.....
Completed DBA Form.(To be issued in our Pension Service centre at First Bank Plc Main Office) nearest to you.....
Certified True Copy of Letter of Administration/Will admitted at Notary Public or Probate Registry .....
Copy of Last Promotion Letter before demise.....

PPL BRANCH OFFICER NAME.....

ORIGINATING BRANCH.....

PROCESSED BY.....

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