



Checked list of Documents for the processing of Death Benefits (DECEASED RETIREE)

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 attached (to be issued at our Pension Service Center).....
- Death Certificate or evidence of death.....

PPL BRANCH OFFICER NAME.....

ORIGINATING BRANCH.....

PROCESSED BY.....

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