



Checked list of Documents for the processing of Death Benefits PRIVATE SECTOR & SELF FUNDING FGN ORGANIZATIONS

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/ 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;
▪ Completed Death /Missing Person Notification Form with a passport photograph of the deceased attached
▪ Death Certificate or evidence of death
▪ Letter of Acknowledgement of Indebtedness from the employer: Stating if the Proceeds of Group Life Insurance, outstanding RSA contributions & Accrued Rights has been remitted to us (PFA)
▪ Temporary Death notification form, which should be completed and stamped by the Head Administration / Human Resources / Personnel, at the column marked "MDA"

PPL BRANCH OFFICER NAME

ORIGINATING BRANCH

PROCESSED BY

B.A.S . CONTACT ISMAILA 08037167490 WAIDI 08035966611 CALVIN 0806464422
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