**CHECKLIST OF DOCUMENTION FOR 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 Driver’s License, NIMC Slip or Card, International Travelling Passport………….................................................................................................
* Where the next-of-kin cannot provide any means of identification as stated above, he/she shall provide one of the following:
	+ Minor to produce letter from Notary public stamped with both NBA and Notary Stamp………………….
	+ NOKs or Legal Beneficiaries without means of identification to produce letter from Notary Public stamped with both NBA and Notary Stamp……………………………………………………………………
	+ Permanent Voter’s should be accompanied with Letter from Notary Public….………………………

Submission of Police Report in case of death by accident…………………………………….

* Dead/Missing Notification Report with a passport photograph of deceased fixed…………………....
* Copy of Certificate or Evidence of Death………....................................................................................
* A letter of acknowledgement of indebtedness from the employer stating if the proceeds of Group Life Insurance, Outstanding RSA Contributions and Accrued Rights has been Remitted to us (PFA)
* A Letter of introduction from ex-employer to be accompanied with current passport photograph of Next of Kin …………………………………………………………………………………………………
* Copy of publication for issuance of Letter of Administration to be presented........................................
* Death Benefit Application with amount from Ten Million **(N10M)** and above, requires presentation of letter from Notary Public……………………….…………………………....................................................

Submission of Police Report in case of death by accident…………………………………….

* Submission of Police Report in case of death by accident……………………………………………..….

Submission of Police Report in case of death by accident…………………………………….

**PPL BRANCH OFFICER:**

**NAME…………………………………….………… ORIGINATING BRANCH………….………SIGNATURE/DATE…………………**

**PROCESSING OFFICER BAS:**

**NAME……………………………..…………………................SIGNATURE………...………….…… DATE: …………….……..………**

Contact Benefit Staff: Nafisa: 08120495748, Isa: 0701683515, Yunusa: 08126131316, Umma: 08037009173, Mukhtar: 08126131327, Ladan: 08126131325 and Call Centre on 09 - 4615701 or Email benefitpayment@premiumpension.com, csu@premiumpension.com,