**Checklist 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/ 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…………………………………….
* Copy of publication for issuance of Letter of Administration to be presented.........................
* Death Benefit Applications with amount from Ten Million **(N10M)** and above, requires presentation of letter from Notary Public……………………….………………………………....
* Submission of Death/Missing Notification Report carrying current passport photograph of the deceased fixed………….……………………………………………………………………….
* Death Certificate or Evidence of death………….…………………………………………….....

**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,