



V 0.2

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,