



CHECKLIST OF DOCUMENTS FOR THE PROCESSING OF DEATH BENEFITS (FEDERAL GOVERNMENT TREASURY FUNDED MINISTRIES, DEPARTMENT AND AGENCIES)

NAME OF DECEASED:

PIN NO:

ORGANIZATION:

DATE OF DEATH:

NAME OF NEXT OF KIN:

PHONE NO OF NOK:

NOK ADDRESS:

DATE OF SUBMISSION :

1. **Death Certificate or Evidence of Death (NPC/Government Hospital)**
2. **Where Death Certificate is issued by a foreign hospital, an affidavit stating clearly the deceased actually died in that hospital and other travel documents.....**
3. **Police Report in case of death by accident**
4. **Certified True Copy of Letter of Administration/Will admitted at Probate Registry**
5. **Copy of Newspaper Publication for issuance of Letter of Administration.....**
6. **Copy of Birth Certificate/Declaration of Age of the deceased**
7. **Valid means of identification of NOK, (photocopies of Driver's License, National ID Card or International Passport)**
8. **Letter of Introduction from a Notary Public with both NBA and Notary Stamp affixed for Death Benefit Applications above Five Million Naira**
9. **Bank statement of Next of Kin confirming name and Account Number.**
10. **A Letter of introduction from the employer stating date of first appointment, date of birth, date of death, Grade level/step as at June 2004, January 2007, July 2010, December 2013, December 2017 & as at month of demise and the name of the next of kin to be accompanied with his or her current passport photograph**
11. **Copy of Letter of First Appointment of the deceased**
12. **Copy of Transfer of Service (where applicable).....**
13. **Copy of Authenticated (stamped) pay slip/evidence of Grade level & step as at June 2004.....**
14. **Copy of Authenticated (stamped) pay slip/evidence of Grade level & step as at January 2007**
15. **Copy of Authenticated (stamped) pay slip/evidence of Grade level & step as at July 2010**
16. **Copy of Authenticated (stamped) pay slip/evidence of Grade level & step as at December 2013**
17. **Copy of Authenticated (stamped) pay slip/evidence of Grade level & step as at December 2017**
18. **Copy of Authenticated (stamped) pay slip/evidence of Grade level & step as at month of demise**
19. **Evidence of registration with Pension Fund Administrator indicating Personal Identification Number (PIN)**
20. **Death/Missing Notification Form with most recent passport of the deceased and Next of Kin.....**

NOTE: NO 20 above can be obtained at any of our Branch Offices

KINDLY BE INFORMED THAT ALL DOCUMENTS SUBMITTED ARE SUBJECT TO VERIFICATION AND APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED

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FOR OFFICIAL USE

I confirm receipt of the above-ticked documents and I have sighted the originals of the photocopies received.

Originating Branch

Assigned to: DATE

Receiving Officer's Name:

Signature: DATE

For enquires, you can contact our Call Centre on 09-4615701 or/and send us email at csu@premiumpension.com