



DEATH NOTIFICATION DOCUMENTATION REQUIREMENT

1 copy of the following documents

- Dead/Missing Person Notification should be dully filled
- Letter of Introduction from MDA (INFORMATION ON LOI MUST MATCH THOSE ON PAYSIP, APPOINTMENT LETTER, RECENT PASSPORTS, DEATH CERT. & AGE DECLARATION RESPECTIVELY
- Evidence of registration with Pension Fund Administrator indicating Personal Identification Number (PIN) or Death Benefit Account Number (for employees that died without RSA).
- Certificate or Evidence of Death AND Cause of death (Police Report if death is by accident). In the case of death at home, National population commission should be accompanied by; burial warrant by local government council or evidence of death issued by religious head or leader.
- Birth Certificate/Declaration of Age of Deceased
- Letter of First Appointment
- Copy of authenticated (stamped)pay slip/evidence of grade level and step as at June, 2004
- Copy of authenticated (stamped)pay slip/evidence of grade level and step as at January, 2007
- Copy of authenticated (stamped)pay slip/evidence of grade level and step as at July, 2010
- Copy of authenticated (stamped)pay slip/evidence of grade level and step as at December, 2013
- Copy of authenticated (stamped)pay slip/evidence of grade level and step as at December, 2017
- Copy of authenticated (stamped)pay slip/evidence of grade level and step as at month before month of Death
- Copy of authenticated (stamped) pay slip/evidence of grade level and step as at month of demise.
- Last Promotion Letter (Where Applicable)
- WIRELESS MESSAGE SIGNAL of deceased from the command (MANDATORY).
- Letter of Administration or Will admitted to Probate must be accompanied with newspaper publication. (Certified true copy)
- Two Passport photograph of each of the Beneficiary (Name written behind the passport accordingly).
- Two passport photograph of the Deceased (Name written behind the passport accordingly)
- Bank statement and bank confirmation letter of NOK/Next of Kin as specified in the letter of Administration.
- Affidavit of payment consent is required from a non-minor beneficiary in the case of a two beneficiaries (where A/C opened in the name of a minor).
- Where 2 NOKs or more, provide joint account or an estate account of the deceased
- (PROVIDE ORIGINAL AFFIDAVIT OF NAME RECONCILIATION WHERE VARIATIONS AND/OR ABBREVIATIONS)
- Valid Means of Identification of the Next of kin (Driver's license, National Identity card or Minor's National Identity card, International Passport and Birth Certificate with affidavit of guardian is required in the case of a minor
- Death Benefits withdrawal Form(to be obtained from our nearest office)