

DEATH BENEFIT CHECKLIST
(FEDERAL GOV'T /PUBLIC SECTOR EMPLOYEES)

1. **DEATH/MISSING PERSON NOTIFICATION FORM***
To be issued by NPL official or downloaded from our website: pensions.norrenberger.com
2. **HAND WRITTEN APPLICATION FOR PAYMENT OF THE BALANCE IN THE RETIREMENT SAVINGS ACCOUNT (RSA) OF THE DECEASED**
Letter by the Next Of Kin (NOK) should be addressed to the Managing Director/CEO, Norrenberger Pensions Ltd., N22 Otukpo Street Off Gimbiya, Area 11, Garki, Abuja.
3. **DECEASED NEXT OF KIN (NOK) VERIFICATION FORM***
To be issued by NPL official or downloaded from our website: www.pensions.norrenberger.com
Where there are more than one named administrator on the letter of Administration, one of the NOKs can initiate the application. However, a sworn affidavit, consent letter and means of identification from the second N.O.K authorizing NPL to deal with the First N.O.K is required for processing.
4. **LETTER OF INTRODUCTION FROM THE EMPLOYER**
The letter should introduce the deceased; stating the date of birth, date of employment & date of death. It should also introduce the registered Next Of Kin
5. **LETTER OF ADMINISTRATION, ENROLMENT ORDER OR WILL ADMITTED TO PROBATE ***
NPL requires a letter of administration from a high court or enrolment order from a customary court procured by the deceased Next of Kin in cases where the deceased client died intestate i.e. without a valid will. In case of multiple Next of Kin, a consent letter and means of identification from the second N.O.K is required.
6. **NEWS PAPER PUBLICATION OF LETTER OF ADMINISTRATION, ENROLMENT ORDER OR WILL ADMITTED TO PROBATE ***
NPL requires a news paper publication from any reputable news paper agencies indicating that letter of administration, enrolment order or will admitted to probate have been granted to the deceased Next of Kin
7. **MEDICAL CERTIFICATE OF THE CAUSE OF DEATH***
Issued by a certified Physician
A police report is required if the cause of death was an accident.
8. **CERTIFICATE OF DEATH REGISTRATION***
Obtained from the national population commission
9. **PUBLIC SECTOR DECEASED EMPLOYEES WITHOUT ACCRUED BENEFITS***
For public sector deceased employees ONLY, whose accrued benefits have not been remitted into the deceased RSA, the NOK will be required to submit the following:
 - a. Letter of introduction from Ministry, Department or Agency stating date of first appointment, date of birth, date of death, grade level and Step as at June 2004, January 2007, July 2010 and last month worked before death. The letter should also introduce the Next-of-Kin
 - b. Death Notification Form properly filled by the NOK
 - c. Letter of first appointment
 - d. Declaration of age or Birth certificate of the deceased
 - e. Last pay slip within the year of demise
 - f. Pay slip as at June 2004, as at January 2007, as at July 2010, Dec 2013, Dec 2017 (if applicable) and last month worked before death
 - g. Copy of evidence of transfer of service (where applicable)
 - h. Last promotion letter before demise
 - i. Death certificate or evidence of death.

NOTE that NPL will forward these documents to the National Pension Commission to facilitate the remittance of the deceased accrued benefits.

10. **PASSPORT PHOTOGRAPH***
NPL requires two copies of the deceased passport and for the Next Of Kin(s)
11. **NEXT OF KIN BANKER'S CONFIRMATION LETTER/STATEMENT ***
Stating Account Name, NUBAN Account number & Branch address/Sort Code (Please ensure your account is active And not dormant)
12. **NEXT OF KIN MEANS OF IDENTIFICATION***
Any **One** of Int'l Passport, National I.D. Card, or Driver License.
Please **NOTE** that Int'l Passport or Drivers license must be at least six (6) months before expiration
A minor who is not yet of age and does **NOT** have any of the above means of ID should be confirmed by a Notary Public.
13. **LETTER OF CONFIRMATION OF PAYMENT OF PENSION CONTRIBUTIONS ***
For private Sector Employees & Self-Funded Government Agencies ONLY;
The client's previous employer will confirm in writing the remittance of all contributions into the applicants RSA, Length of Service as well as date of birth of the RSA holder.
NPL can only process the application for approval from the National Pension Commission upon receipt of the above mentioned letter from the previous employer.

NOTE:

- Original copies of all documents are to be sighted by Officer receiving them
- Letter of administration, must be confirmed independently at the issuing registry by the receiving Officer
- Items with an (*) are considered very important.
- This check list should accompany all requests for death benefit payments.

FOR OFFICIAL USE

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER'S MOBILE NUMBER:

SIGNATURE/DATE: