



## CHECKLIST FOR DEATH BENEFIT

\* Applications will ONLY be processed if all the required documents are complete.

\* Offer of gratification to any PAL staff for processing of your pension benefit is strictly prohibited.

Please tick box to indicate all documents provided.

### 1. Passport Photographs ☐

Two passport photographs of the deceased person and administrator(s).

### 2. PAL Death Notification Form ☐

### 3. Federal Government Deceased Employees whose RSAs require PENCOM reconciliation ☐

A. Appointment Letter or copy of Gazette

B. Record of service

C. Birth certificate or sworn declaration of age

D. Copy of transfer of service (where applicable)

E. Stamped last payslip before demise.

F. Stamped payslip of June 2004

G. Stamped payslip between July 2004 & Dec. 2006 (if applicable)

H. Stamped payslip between Jan. 2007 & Dec. 2009 (if applicable)

I. Stamped payslip between Jan. 2010 & Dec. 2012 (if applicable)

J. Stamped payslip between Jan. 2013 & Dec. 2015 (if applicable)

K. Stamped payslip between Jan 2016 & Dec 2018 (if applicable)

L. Stamped payslip between Jan 2019 & Dec. 2022 (if applicable)

### M. PENCOM Death Notification Form ☐

### N. Letter of introduction from employer ☐

It must bear two signatories, state name(s) of NOK(s), have stamped passport photograph(s) of NOK(s), deceased person's date of birth, date of first appointment, date of death, grade level/step and salary structure as at demise, June 2004, Dec. 2006, Dec. 2009, Dec. 2012, Dec. 2015, Dec. 2018 and Dec. 2022.

### 4. Bank Account Details ☐

A. The beneficiary must provide a personal bank account statement. **PAL will not pay into a 3rd party account.**

B. A duly signed bankers' confirmation letter from the beneficiary's bank showing account details is required in the absence of (A).

C. PAL will effect payment into Commercial Banks ONLY and not Savings & Loans Banks, Micro-finance OR Co-operative Banks. If there are multiple administrators, payment will be made into only **ONE JOINT** bank account.

### 5. Administrator(s) means of identification ☐

This can be ANY of National Identity Card, Voter's Card, Valid International Passport or signed letter of confirmation of identity from the bank or a Notary Public which must have a stamped passport photograph. **NOTE:** Where an administrator is a minor, one recent passport photograph and birth certificate are required.

### 6. Death Certificate or Registration of Death ☐

A. Death certificate or evidence of death issued by the National Population Commission, Federal or State Government Hospitals (public sector deceased person).

B. In the absence of (A), a death certificate issued from a private hospital is acceptable for a deceased person who worked in the private sector.

### 7. Letter of administration OR Will ☐

The beneficiary is required to obtain LA from a high court or jurisdictional customary court in cases where the deceased client died interstate i.e. Without a valid Will.

### 8. NOK confirmation by employer (private sector) ☐

A. Where the RSA holder passed on while in service, the employer is required to issue a written confirmation stating the NOK on the employment record and attach stamped passport photograph of NOK.

B. Exit letter is required if death occurred after exiting from employment.

### 9. Confirmation Letter (Private Sector Clients and Self-Funded Government Organizations Only) ☐

A letter from the previous employer to confirm pension remittance into the deceased RSA.

#### OFFICIAL USE

**RECEIVING OFFICER:** I confirm that all original documents were sighted by me.

NAME .....  
BRANCH.....

DATE/SIGNATURE .....

#### GLOSSARY

RSA – Retirement Savings Account

NOK – Next-of-kin

LA – Letter of administration