

S/N	Death Benefit - Private	Tick If attached
1	Letter of Introduction from employer with Next of Kin passport, stamped and signed with two signatories on the letter	
2	Registration of death from National Population Commission/Hospital Death certificate	
3	Letter of Administration or Enrolment Order/Will	
4	Next of Kin Means of identification (National ID or Driver license or International passport)	
5	Deceased means of identification	
6	Bank confirmation form or Joint Account or Estate Bank Account of multiple Next of Kin, all with passport(s) stamped across by the bank	
7	2 Passport photographs of Next of Kin(s) and one passport photograph of the deceased	
8	Duly filled death benefits application form	
9	Next of Kin indemnity form affixed with court stamp across the passport	
10	Police report (where death is by accident)	
11	Attestation from Notary Public stating the demise with deceased passport stamped across by the lawyer (deceased retirees or out of active service)	
12	Retirement/Resignation letter (deceased retirees or out of active service)	
13	Confirmation/Due diligence report (staff only).	
14	All affidavits must be affixed with court stamp across the passport(s)	

FOR OFFICIAL USE:

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER'S MOBILE NUMBER:

SIGNATURE/DATE: