

S/N	Death Benefit- Public	Tick If attached
1	Letter of Introduction from employer with Next of Kin passport, stamped and signed with two signatories on the letter stating date of First Appointment, Date of Birth, Date of Death, Next of Kin, Grade level and Step at June 2004, Grade level & Step at January 2007, Grade level & Step at June 2010, Grade level & Step at month of death	
2	Copy of First Appointment letter	
3	Medical Certificate of Death or NPC Registration of Death	
4	Copy of declaration of age	
5	Copy of Payslip as at June 2004	
6	Copy of Payslip as at January 2007	
7	Copy of Payslip as at July 2010	
8	Copy of Payslip as at Dec 2013	
9	Copy of Payslip as at Dec 2017	
10	Copy of last Payslip as at Month of death	
11	Letter of Administration/Enrolment order or Will	
12	Means of identification of deceased and Next of Kin - National ID or Drivers license or International passport	
13	Bank confirmation form/Joint Account/Estate Bank Account of multiple Next of Kin(s), all with passport stamped across by the bank	
14	Two Passport Photographs of NOKs and One Passport of Deceased	
15	Duly filled death benefits application form	
16	Next of Kin indemnity form affixed with court stamp across the passport	
17	National Pension Commission Death Notification form (MDA)	
18	Declaration of wish/Evidence of nomination of Next of Kin	
19	Police report (where death is by accident)	
20	Attestation from Notary Public stating the demise with deceased passport stamped (deceased retirees or out of active service)	
21	Verification slip and Retirement letter (MDA deceased retirees)	
22	Confirmation/Due diligence report (staff only)	
23	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: