

Next of Kin's

Next of Kin's Passport Photograph Deceased Passport Photograph

Appendix 1

DEATH BENEFIT REGISTRATION FORM

DBA/037/

1.	Next- of- Kin Personal Data:
	First Name Middle Name Surname
	Title Date of Birth (dd/mm/yy) Sex (M/F) Marital Status State of Origin Local Government (M/S/D/W) (See reverse code) (See reverse code)
	Relationship Relationship
	Permanent Residential Address:
	Phone No: E-Mail:
	Name of Bank
	Account Name
	Account No: Branch
2.	Deceased Personal Record:
	First Name Middle Name Surname
	Name of Employer
	Office Address
	Town State (See reverse code)
	Designation
	File No: Or ID No: Date of first Employment Date of Death
	Salary Structure Grade Level Step

CERTIFICATION BY NOK

I hereby certify that the information provided is true and correct Next of Kin's Passport Photograph Signature & Date Left Thumb Print Right Thumb Print Passport Photo FOR OFFICIAL USE PLEASE ATTACH COPIES OF: Yes No (1) First Appointment Letter (2) Birth Certificate or Declaration of Age of the Deceased (3) Last Pay Slip (4) Pay Slip as at June 2004 (5) Letter of Introduction from MDA stating Date of 1st appointment, Date of Birth, Grade Level & Step as at June 2004 and Grade Level & Step as at Month of Death (6) Death Certificate or Evidence of Death (7) Letter of Administration/Will admitted to Probate (8) Affidavit of Next of Kin (Declaration of Wish/Evidence of NOK) (9) Next of Kin's Banker's Confirmation Letter



APPENDIX 2

Deceased
Passport
Photograp

DEAD/MISSING PERSON NOTIFICATION REPORT

1.	Account Holder's Particul	ars:							
	Surname		First Name				Middle Name		
	PIN	Date of Birth (dd/mm/yy)	Sex (M/F)	Ei		of Retirement I/mm/yy)	Marital S	Status (M/S/D	0 /W
	Date of Retirement (if a retiree):	(dd/mm/yy)	Date of Death		mm/yy)	Date of Deatl (if a missin	h/Disappearance ng person):	(dd/n	mm/yy
2.	Employment Details:								
Employer	Name & Address								
Employer	Code								
3.	Details of Benefits:								
	Accumulated Contributions to Date	e: N							
	Status of Retirement Bond (if a pu	blic sector employee	e) N						
	Expected Contribution to Date of I	Death/Missing ₩:							
	Status of Accrued Benefits (if a p	rivate sector employ	vee) N						
	Balance of Retirement Benefits (if	a retiree) ¥.							
	Status of life Insurance Policy: Am	nount N		State	if paid to RS.	A: Yes	No 🗌		

PFA Code	Certification by PFA:	
Authorised Signatory	_	Official Stamp
Name:	Designation:	Date:

DOCUMENTS TO BE ATTACHED:

- **CTC** of Retirement Bond Certificate. (i)
- Police Report. (ii)
- Employer's confirmation of employee's disappearance.

 Newspaper publication of missing person

 Letter of Administration. (iii)
- (iv)
- **(v)**
- Will admitted to probate. (vi)