

DEATH BENEFIT CHECKLIST
(Private sector Deceased employees)

1. **DEATH/MISSING PERSON NOTIFICATION FORM***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.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, IEI Anchor Pension Managers Ltd., 22 Otukpo Street, Off Gimbiya Street, Area 11 Garki, Abuja. ☐
3. **DECEASED NEXT OF KIN (N.O.K) VERIFICATION FORM ***
To be issued by IEI Anchor official or downloaded from our website: www.ieianchorpensions.com
Where there are more than one named administrators 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 IEI Anchor to deal with the First N.O.K is required for processing. ☐
4. **PRIVATE SECTOR DECEASED CLIENTS WITHOUT LIFE INSURANCE BENEFITS**
IEI Anchor will write a letter to the deceased's former employer requesting for remittance of the deceased Group Life Insurance (GLI) benefit. However, the PRA 2014 allows for the payment of GLI proceeds to the beneficiary directly ☐
5. **LETTER OF INTRODUCTION FROM EMPLOYER***
(Introducing the deceased; stating Date of Birth, Date of Employment & Date of Death also introducing the Next of Kin) ☐
6. **LETTER OF ADMINISTRATION, ENROLMENT ORDER OR WILL ADMITTED TO PROBATE ***
IEI Anchor 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. ☐
7. **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.
IEI Anchor can only process the application for approval from the National Pension Commission upon receipt of the above mention letter from the previous employer. ☐
8. **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. ☐
9. **CERTIFICATE OF REGISTRATION OF DEATH***
Obtained from the national population commission ☐
10. **PASSPORT PHOTOGRAPH***
IEI Anchor requires a copy of the deceased passport and for the Next Of Kin(s). ☐
11. **NEXT OF KIN BANKER'S CONFIRMATION LETTER/COPY OF CHEQUE LEAF/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 or National .I.D. Card or Driver License or Voter Card
Please NOTE that Int'l Passport or Drivers license must be 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. ☐

FOR OFFICIAL USE:

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

DOCUMENTS CHECKED & VERIFIED BY:

LOCATION:

OFFICER'S MOBILE NUMBER:

SIGNATURE/DATE:

Please Note: Receiving Officers with details above would be liable for fake or invalid documents received and forwarded for processing