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FEDERAL ROAD SAFETY CORPS



STANDARD OPERATING PROCEDURE

ON

ADMINISTRATION OF PENSIONS AND INSURANCE SCHEMES IN FRSC

May 2019

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STANDARD OPERATING PROCEDURE (SOP) ON ADMINISTRATION OF PENSIONS AND INSURANCE SCHEMES IN FRSC

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STANDARD OPERATING PROCEDURE (SOP) ON ADMINISTRATION OF PENSIONS AND INSURANCE SCHEMES IN FRSC

INTRODUCTION

The emergence and signing into law of the Pension Reform Act, (PRA, 2014) as amended makes it imperative that relevant organizations put in place enlightenment programmes to sensitize their staff on the provisions of the Act.

Besides, Insurance has been viewed in many quarters as a scheme that operates with deficits and insurance companies look for avenue they will explore in order to evade payment of compensation in the event of the occurrence of risk insured against. Most FRSC staff are ignorant of the provisions of the operation of Pensions and Insurance Schemes in the Corps and this has denied them of the basic benefits of the Schemes. This SOP is therefore produced to address these problems and therefore ensure that the operators and staff derive maximum benefits in its operation and existence.

PURPOSE OF THE SOP

2. This SOP is aimed at standardizing and harmonizing all the activities involved in the operations of Pension and Insurance Scheme in the Corps in order to address the following identified challenges:

- a. Lack of knowledge of processes involved in handling staff pension and Insurance matters in the Corps.
- b. Difficulties being faced by Next of Kins of deceased staff and the processes to follow to access death benefits of their family members.
- c. It will serve as a standard reference material that will facilitate uniformity in the discharge of duties related to Pension and Insurance sector in the Corps.

SCOPE OF THE SOP

3. This SOP covers all activities expected of Management and Staff of the Corps towards enjoying maximum benefits from the Defined Contributory Pension Scheme (DCS) and Insurance matters. It is also pertinent to note that not all the activities of National Pension Commission (PenCom) and Pension Fund Administrators (PFAs) are covered here.

PENSION MATTERS

DEFINITION OF PENSION

4. Pension is defined as an amount of money paid regularly by a government or company to somebody who reaches retirement age or is permanently incapacitated. It is also defined as a periodical payment made especially by government, company or employer in consideration for past service or for relinquishment of rights.

TYPES OF PENSION SCHEMES

5. There are four major types of pension schemes namely:

- a. Defined Benefit Pension Scheme (DBS)
- b. Hybrid Pension Plan (HP)
- c. Provident Fund Pension Scheme (PFS)
- d. Contributory Pension Scheme (CPS)

A. DEFINED BENEFIT SCHEME (DBS) - ACT 102 OF 1979

This was in operation in Nigeria until 30 June, 2004. The main features of the DBS are as follows:

- Formula for calculation of pension payment is based on employee salary and length of service.
- Employees know their benefits/entitlements payable under the scheme at each stage of their employment.
- It does not depend on the employee's ability to save.
- Funding and investment responsibility is borne by the employer.

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**DEFINED BENEFIT SCHEME (DBS) FORMULA FOR GRATUITY AND PENSION
CALCULATIONS BASED ON PERCENTAGE OF FINAL EMOLUMENT**

Years of qualifying Service	Gratuity as percentage of final total emolument	Pension as percentage of final emolument
5	100%	-
6	108%	-
7	116%	-
8	124%	-
9	132%	-
10	100%	30%
11	108%	32%
12	116%	34%
13	124%	36%
14	132%	38%
15	140%	40%
16	148%	42%
17	156%	44%
18	164%	46%
19	172%	48%
20	180%	50%
21	188%	52%
22	196%	54%
23	204%	56%
24	212%	58%
25	220%	60%
26	228%	62%
27	236%	64%
28	244%	66%
29	252%	68%
30	260%	70%
31	268%	72%
32	276%	74%
33	284%	76%
34	292%	78%
35	300%	80%

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It is pertinent to mention that this is applicable only to those who left the services of FRSC before 2004 and are yet to show up for their benefits. Whenever they show up and apply for their retirement benefits, the above formula will apply.

B. HYBRID PENSION SCHEME

This scheme retains and blends the features of DBS and DCS and in some cases emphasis would be laid either on the former or the latter. In practice, hybrid pension scheme does not currently exist.

C. PROVIDENT FUND SCHEME

There was a National Provident Fund Act of 1961 in Nigeria which requires private sector employers with at least 10 employees to make appropriate deductions from workers' salaries to a provident fund managed by Nigerian Social Insurance Trust Fund (NSITF). The major characteristic of this fund is a payment of a one-off lump sum to a staff on retirement. Since the emergence of PRA 2014, which now replaced other forms of schemes earlier described, Provident Fund Scheme has also gone into extinction.

D. CONTRIBUTORY PENSION SCHEME (CPS)

This is the Pension Reform Act, 2004 (PRA, 2004), which was amended as Pension Reform Act, 2014 (PRA, 2014). This Scheme came into operation in Nigeria from 01 July, 2004 under the Obasanjo's Administration. The features are:

- a. Employee and employer shall contribute a certain percentage of employee's salary to a pension fund. **Note** that the PRA, 2004 specifies 7.5% contribution by the employee and 7.5% contribution by the employer, making it a total of 15%. This was however amended in the PRA, 2014 as 8% by the employee and 10% by the employer, totalling 18% (Part II Section 4 (1), PRA, 2014) refers.
- b. Pension payments are based on the value accumulated in the employee's Retirement Savings Account (RSA) on disengagement.

LIMITATIONS:

- a. The operations of the Regulators of this Scheme (PenCom) is highly centralised at Abuja, thus making it difficult for complaints to be entertained from the Six Geopolitical Zones of the Federation or outside Abuja. Retirees who have one challenge or the other to deal with will have to travel from their base to Abuja.

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- b. Due to the tripartite nature (PenCom, PFAs and Staff) of the Scheme, reconciliation of complaints is usually not easy.
 - c. Funds needed to decentralise the Commission's operations are not readily available according to Management of the Commission.

MODE OF WITHDRAWAL FROM SERVICE

6. The following modes of leaving the service were available under the scheme. These are:
 - a. **Voluntary retirement:** An Officer who had completed ten years of pensionable service may, on his/her own volition, retire by resigning his appointment. This he has to do by giving three months' notice or one month salary in lieu of such notice.
 - b. **Compulsory retirement:** This can happen for the purpose of efficiency and/or reorganisation of an establishment or when an employee is deemed unfit to carry out his/her functions any longer. An employee may be compulsorily retired for disciplinary issue or on health grounds. In this case, the employee is entitled to three months' notice in lieu of retirement from service.
 - c. **Mandatory retirement:** Mandatory retirement from service is enforced by public service rule which stipulates retirement at 60 years of age or 35 years in service, whichever comes first. This rule is however different for Judges in the judicial system and Professors in the higher institutions.
 - d. **Termination of Appointment:** If a staff is terminated, he/she is expected to approach AHR Department (Pensions/Insurance Office) with a letter requesting for his/her entitlements. Pensions Office will now introduce the staff to PenCom for enrolment/documentation.
 - e. **Dismissal from Service:** If a staff is dismissed from FRSC, he will not be entitled to any benefit under the old Pension Scheme. However, under the new Scheme, dismissal from service will not affect the contribution of the dismissed staff. He will be introduced to PenCom for documentation to enable him access his contribution prior to dismissal. This means he will forfeit his accrued right as a result of the dismissal.
 - f. **Death-in-service:** If an officer dies in active service, his/her next-of-kin (NOK) will be required to approach AHR Dept (Pensions Office) with a letter requesting for the Death benefits of his/her relation. Under, the new Contributory Pension Scheme, the NOK will be introduced to Insurance Company handling the Group Life Insurance (GLI) claim of the deceased staff as well as the Pension Fund

Administrator (PFA) of the late staff to enable the NOK access the contributions of the staff prior to death.

- g. **Missing in Service:** In this case, after a period of one year of searching for the missing staff, the staff will be deemed and/or declared dead and will be treated as a death case. In this wise, the NOK will take the same step as in (f) above to get the death benefit of the fallen staff.

PLANNING FOR RETIREMENT IN FRSC

7. It is not too early to start planning for retirement - the sooner, the better. That is why the PRA (2014) assists every worker to plan for life after paid work ends. Therefore, the following steps should be taken to plan for retirement in the Corps:
 - a. Open a Retirement Savings Account (RSA) with a Pension Fund Administrator (PFA) of your choice (see list of registered PFAs attached). This is usually done immediately after enlistment into the Corps.
 - b. The Officer ensures that his/her RSA is funded with monthly contributions by liaising with the PFA.
 - c. The PFAs are to send statement of account either monthly, quarterly as may be authorised by the contributor. This shows the balance of RSA contributions to the credit of the staff. The officer is expected to report to his/her PFA should there be any failure in receiving statement of account as and when due from the PFA.
 - d. The Office of CS and AHR Dept are expected to put the would-be retiree on notice about a year before the due date of his/her retirement. However, if this does not happen and the officer feels that he/she ought to have been put on notice, he/she can approach CS (in the case of an officer) or AHR Dept (if a marshal is involved) to find out why he has not been notified. Note that the retirement age is 60 years or 35 years in service, whichever comes first.
 - e. If an Officer is retiring voluntarily, the Corps will issue a notice accepting the request for the Officer's voluntary retirement from service.
 - f. The staff will request and receive Records of Service from either AHR or CS as the case may be.
 - g. Pension Desk Officers (PDOs) in AHR Dept (Pensions/Insurance Section) would conduct a pre-documentation interview with prospective retirees in order to assist them have a hitch-free enrolment/documentation with PenCom.
 - h. In the year of retirement, AHR Dept (Pension Office) will issue a letter introducing the prospective retirees to PenCom for enrolment/documentation. The retiring

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Officer then makes himself/herself available at the venue of the enrolment for enrolment/documentation with PenCom.

- i. At the end of terminal leave (which is usually three month prior to final disengagement date), the Corps through the AHR or CS issues discharge certificate to the Officer upon receiving application to that effect from the retiring staff.
- j. The retiring Officer then approaches his PFA with the discharge certificate together with three (3) months' payslip prior to date of retirement to enable his/her PFA process his terminal benefits.

DOCUMENTS REQUIRED BY PENCOM FROM PROSPECTIVE RETIREES

8. The following documents are needed by PenCom to complete the process of enrolment/documentation at the venue of enrolment:
 - a. Letter of first appointment.
 - b. Letter of present appointment.
 - c. Evidence of having properly transferred your service to FRSC from your previous employment (if on TOS).
 - d. Authenticated Past Records of Service.
 - e. Birth certificate or sworn court declaration of age.
 - f. Evidence of Registration with Pension Fund Administrator (PFA).
 - g. 30th June, 2004 payslip
 - h. 31st Jan, 2007 payslip
 - i. 31st July, 2010 payslip
 - j. 31st Dec, 2013 payslip
 - k. Current pay-slip (i.e as at the date of retirement).
 - l. Two recent passport sized photographs.
 - m. Letter of introduction from AHR (Pensions Office) indicating date of first appointment, grade level as at 30th June, 2004 up to the current grade level.
 - n. Letter of indemnity; if exit is by termination or voluntary retirement.
 - o. All promotions received from 2004 to date of enrolment or retirement.

DOCUMENTS TO BE SUBMITTED TO A PFA FOR RETIREMENT BENEFIT

9. If an officers completes his/her pre-retirement leave, he/she is expected to approach his/her PFA with the following documents to enable the PFA commence the process of releasing his/her entitlements:
 - a. Evidence of registration with PFA (to extract PenCom PIN only).

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- b. Birth certificate or declaration of age.
 - c. Letter of first appointment.
 - d. Payslip showing grade level/step as at June, 2004.
 - e. Evidence of promotion(s) if any between July, 2004 and December, 2006 as well as payslips of the effective month(s) of promotion.
 - f. Payslip showing grade level/step as at January of each year commencing from 2007 (where applicable).
 - g. Discharge certificate.
 - h. Three (3) months payslip prior to final disengagement.

DOCUMENTS REQUIRED FOR AN UNFUNDED RETIREMENT SAVINGS ACCOUNT (RSA)

10. Due to issues of double registration and lack of submission of accurate information on the part of the staff, cases of staff not having his/her RSA properly funded could arise. If at any point in time an officer discovers that his/her RSA is not properly funded or that the account is zero, the officer is expected to write to AHR Dept stating the months of underfunding with the following documents:

- a. Evidence of registration with PFA.
- b. Birth certificate or declaration of age.
- c. Letter of First Appointment.
- d. Payslip showing grade level/step as at June, 2004.
- e. Evidence of promotion(s) if any between July, 2004 and December, 2006 as well as payslips of the effective month(s) of promotion.
- f. Payslips showing grade level/step as at January of each year commencing from 2007 (where applicable).
- g. Your IPPIS payslip for the months of underfunding

Note: An officer upon discovery that his/her RSA is unfunded or underfunded, should take prompt step to resolve it while still in service as it will be difficult for the officer to resolve the matter if he/she finally leaves the service.

IMPORTANT POINTS TO NOTE ABOUT PRA 2014

11. The following are some of the important points to note about PRA 2014
 - a. PRA 2014 was signed into Law by President Goodluck Ebele Jonathan, GCFR on 31 July 2014.

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- b. The Act provides for 18% minimum contribution into the RSA of workers in the ratio of 10% for employer and 8% by employees. An employer can decide to shoulder to contribute the 18% on behalf of the employee.
 - c. The Act also provides for payment of Group Life Insurance (GLI) to deceased officers to the tune of 3 times the worker's annual total emolument (ATE). Here the ATE is made up of gross pay, rent allowance and transport allowance.
 - d. The Act now empowers private sector organisations who have three (3) employees to be part of the Scheme.
 - e. If a worker losses his job, the waiting period of accessing his RSA is now reduced to four months instead of six months as was the case with PRA, 2004.
 - f. The Act also compels an employer to open a temporary retirement savings account (TRSA) for any worker who fails to open RSA within three months of assumption of duty. This was not the case with PRA, 2004.
 - g. **Accrued Right:** On 30 June 2004, all employees in government employment were compulsorily retired! Meaning that the old pension scheme (Act 102 of 1979) wound up on that date. Ideally, every worker should have received his full entitlement the following day, but not everyone was due for retirement. However, on 1 July of the same year, the same employees were re-absorbed into a new scheme known as Contributory Pension Scheme (PRA 2004). It is therefore pertinent to note that a worker's past service cannot be swept under the carpet. This is therefore the total value of an employee's past service or what he earned under the old scheme, before the advent of the new Contributory Pension Scheme. At the venue of enrolment with PenCom during retirement, the enrolee is expected to submit his/her June 2004 payslip to enable the Commission work out his/her benefits for past service, which is issued to the retiree in form of Bond, redeemable into the RSA to form part of the employee's entitlements.
 - h. There is room for a worker to make voluntary savings as provided by the Act. This amount does not enter into the Retirement Savings Account, but into a separate arrangement. You cannot access the balance in that account until after two (2) years. Between two (2) years and five (5) years, any amount withdrawn from the balance is taxable, but after five (5) years of continuous savings into the account, no tax is imposed. Approach your PFA today for voluntary contribution now!
 - i. At the moment, transfer window is not yet open to any RSA holder to move from one PFA to the other. PenCom is still working on the modalities for the transfer window.

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- j. **Lump Sum:** This is synonymous with gratuity paid under the old scheme. Under the CPS, a worker collects 25% of the balance standing to his/her credit in his/her RSA. The remaining balance is spread amount the number of years the retiree is hoped to live (Programmed Withdrawal) or used to purchase Annuity from an insurance firm.
 - k. **Annuity:** This is an insurance product purchased by a retired officer which enables him/her to enjoy payment of salary throughout his/her life time. What you need to do is to approach a life insurance company who sells this product and a contract is sealed with the balance in your RSA after receiving your lump sum.

INSURANCE MATTERS

What does insurance mean?

12. Insurance is a contract of indemnity. It is defined as a contract whereby the insurer accepts to restore the insured back to his former condition he was before the event insured against occurred. This is done upon payment of a sum known as "**Premium**". It also involves transfer of risk of loss from the person taking up the cover (insured) to the one accepting the risk (insurer).

Types of Insurance Policies

13. Insurance business is classified into two main broad groups which are:

A. Life Insurance

- i. Group life Insurance
- ii. Group Personal Accident (GPA)
- iii. Key-man insurance
- iv. Employees' Compensation etc

B. Non-life insurance

- i. Burglary and house breaking
- ii. Motor insurance
- iii. Marine insurance
- iv. Goods-in-transit
- v. Aviation insurance
- vi. Fire and material damage insurance etc.

INSURANCE COVERS TAKEN BY FRSC

14. Two major insurance covers taken by the Corps are:

- A. Staff (Regular and Special marshals)
- B. Movable and Immovable Assets

INSURANCE FOR REGULAR AND SPECIAL MARSHALS

15. Insurance covers taken for the benefit of staff are:

- a. Group Personal Accident (GPA) Insurance Scheme
- b. Group Life Insurance (GLI) Cover
- A. **GPA INSURANCE COVER FOR REGULAR MARSHALS:** This covers all staff as soon as a letter of appointment is issued to him/her. This covers injuries arising from accidents of all kinds - domestic, RTC, armed robbery attack. The rate of cover is:
 - i. 50% of annual emoluments, if injury does not lead to death or permanent disability;
 - ii. 100% of total emoluments if injuries lead to death or permanent total disability (PTD).

GPA INSURANCE COVER FOR SPECIAL MARSHALS (VOLUNTEERS): Members of Special marshals are also specially covered under an insurance policy to motivate them on their volunteer duties of saving lives. They are entitled to the following claims:

- i. N300,000 for death/permanent total disability;
 - ii. N100,000 for injury cases.
- B. **GROUP LIFE INSURANCE (GLI) COVER:** Section 4(5) PRA, 2014, provides that every employer shall maintain a Group Life Insurance Policy in favour of each employee for three times the annual total emolument (ATE) of the employee. Thus the Corps maintains GLI cover for every serving staff of FRSC. Presently, the premium for this policy is paid by the Office of the Head of Civil Service of the Federation (OHCSF) on behalf of FRSC. The policy does not include the Special Marshals as volunteers.

INSURANCE OF MOVABLE AND IMMOVABLE ASSETS

16. These are covers associated with motor vehicles and other movable assets of a company as well as land, buildings and fixed assets.

The following are covers taken by FRSC in this regard:

- a. **Fire/Burglary insurance for NULS, DLCs:** The cover also includes theft of equipment in those centres.
 - b. **Motor vehicle insurance:** for patrol cars, bikes, tow trucks and recovery vehicles, admin and utility vehicles.
17. There are two forms of motor vehicle insurance namely:
- a. **Comprehensive Motor Vehicle Insurance:** This is a cover taken to cover the vehicle owner as well as the third party. This implies that compensation in respect of this cover is extended to the vehicle that caused the accident together with the third party. The premium is usually higher than Third Party Insurance cover.
 - b. **Third Party Insurance Cover:** This is a cover taken to compensate the third party. This implies that the car owner is not covered by this policy. The premium is smaller compared to that of comprehensive insurance. Every car plying on Nigerian roads is expected to be covered under Third Party Insurance Policy.

At the moment, the Corps' fleet is covered under comprehensive insurance policy.

PROCESSING OF INSURANCE CLAIMS IN FRSC

18. In case of any eventualities such as RTC, domestic accident or armed robbery attack, the following steps should be taken to access compensation in FRSC:
- a. Notify AHR Department (Pension & Insurance Section) of FRSC by whatever means available within 24 hours minimum and 2days maximum. Most times, Commanding Officers are expected to do this. The first notification can also be done immediately by staff working with the victim in the same Command either by phone call or text message to any Pensions/Insurance Desk Officer in the RSHQ, Abuja. The reason is to register the claim with underwriters within the stipulated time frame before the claim becomes stale.
 - b. Get Police report or FRSC detailed report of the accident
 - c. Complete the Claim Form obtained from AHR of your command, signed and stamped by the attending Doctor.

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- d. Obtain doctor's prescription and original copies of receipts relating to prescribed drugs purchased.
- e. Collate and forward 3months payslip preceding the month of the RTC.
- f. Photograph of the accident scene and affected person showing the injured part of the body.
- g. Provide excuse duty or hospital discharge certificate.

Where the accident involves members of the Special marshals, the following processes must apply:

- a. Notify AHR (Pension/Insurance Section) about the incident within 24hours by any means available.
- b. Report from the Commanding Officer and the completion of claims form is necessary.
- c. Police or FRSC detailed report.
- d. Photograph of the accident scene and affected person showing the injured part of the body.
- e. Doctor's report and prescriptions.
- f. Receipts and hospital expenses.

Where a serving Officer dies in RTC, his/her personal representatives or next-of-kin will take the following steps in processing the claims:

- a. Notification of the incident to AHR (Pension/Insurance Section) within 24hours by any means available.
- b. Formal report from Commanding Officer and completion of Accident Claim Form by the next-of-kin
- c. Police report.
- d. Photograph of the accident scene.
- e. Medical certificate of registration of death from hospital.
- f. Registration of death with National Population Commission.
- g. Three months' payslip before the accident.
- h. Evidence of appointment as next-of-kin or personal representative of the deceased.
- i. Obtaining and forwarding of Letter of Administration from a High Court or evidence of a valid Will prepared by the officer himself prior to demise.
- j. Evidence of burial of the deceased as conducted by a Pastor or Imam, as the case may be.
- k. Copy of obituary poster of the deceased.
- l. Burial permit issued by the local government in which interment took place.

RESPONSIBILITY OF FRSC OFFICERS IN RESPECT OF MOTOR VEHICLE INSURANCE CLAIM IN CASE OF RTC

19. It is the duty and responsibility of HODs, Corps Officers, Commanding Officers and Heads of Special Units in FRSC to notify AHR (Pension/Insurance Section) when an insured vehicle belonging to the Corps is involved in RTC or affected by other perils against which the vehicle is insured. In doing this, the Officer must follow the procedure listed below:

- a. Notification of the incident within 24hours.
- b. Formal report from the driver accompanied by a cover letter from Commanding Officer.
- c. Claim Form completed by the Driver.
- d. Police report.
- e. Photograph of the accident scene and affected vehicles.
- f. Copy of the valid driver's license of the driver.
- g. Cost estimates for repairs obtained from three different and independent.
- h. VIO assessment report on the accidented vehicle.

RESPONSIBILITY OF FRSC OFFICERS IN RESPECT OF CLAIM ASSOCIATED WITH PLANTS/ULS ASSETS NATIONWIDE

20. The Officers in-charge of ULS Assets and National Driver's License Centres are expected to take the following procedures if there is loss or damage to the equipment:

- a. Notify AHR (Insurance Unit) RSHQ within 24hours of the accident.
- b. The Officer in charge will make formal report to DCM (AHR) through the HOD (MVA).
- c. Claim form must be duly completed by the head of ULS/Driving Licensing Processing Centre.
- d. Police report must be obtained from jurisdiction where the incident occurred.
- e. Photograph of the affected office or equipment must be taken.
- f. Cost and worth of the equipment, stolen or destroyed by fire should be accurately stated.

HOW DO WE ADMINISTER THE ESTATE OF THE DECEASED?

21. This is where the Next-of-Kin issue comes in. Both in Pensions and Insurance matters, Next-of-Kin issues normally arise. In order to understand this clearly, there are some terms associated with the issue of administration of the deceased's estate that need to be explained. These terms include:

- a. **Estate:** The entire property or asset owned by a person. It can be land, building, cash in hand and at bank, cloths, shoes, shares, and such like.
- b. **Deceased:** A dead person.
- c. **Next-of-Kin:** A trusted person appointed by you to administer your estate when you die.
- d. **Will:** A written document spelling out how the estate of the deceased would be distributed among those appointed as beneficiaries.
- e. **Intestate:** It is expected that one should write his/her Will when he is alive. But when this does happen, and the person dies, he is said to die "without writing a Will."
- f. **Testate:** To die and leaving a Will.
- g. **Letter of Administration:** This document is obtained from the Probate Registry of a High Court by a bona fide Next-of-Kin of a deceased person which enables him/her to have power to administer the estate of the deceased as expected.
- h. **Probate Registry:** A probate registry is simply a section in a High Court responsible for issuing letters of administration.
- i. **Beneficiaries:** These are persons who are entitled to benefit from the estate of the deceased.

22. Having explained some terms associated with the administration of the deceased estate, let us now look at how the estate is administered. Let me state from the onset that a next-of-kin is NOT necessarily the person who will enjoy the estate of the deceased, but someone who will ensure that the deceased's estate is properly and adequately shared among beneficiaries. That means, an NOK may not necessarily be a direct beneficiary of the estate of the deceased. However, may I add that an NOK may combine the status of being an administrator and a beneficiary of the deceased's estate, hence it is recommended that one's spouse is the best bet for the position.

23. The deceased's estate is usually shared in the proportion prescribed by the deceased in the Will written and signed by him/her when he/she was alive. The wish of the deceased in the Will must be respected at all times unless otherwise there is any

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agreement among beneficiaries to the contrary. Again, in the absence of a Will, a letter of Administration obtained from a High Court of competent jurisdiction, which mentions the name(s) of the NOK(s) will also suffice. FRSC Pensions Office will always rely on any name(s) contained in any of these documents to issue letter of introduction to the NOK for onward submission to the PFA, Underwriter or PenCom as the case may be.

STEPS TO BE TAKEN IF A STAFF DIES INTESTATE (DIES WITHOUT A VALID WILL

24. If an officer dies intestate, the NOK is expected to take the following steps:

- a. Inform AHR Dept (FRSC Pension Office) immediately.
- b. After the burial of the deceased, report to FRSC (AHR) - Pensions and Insurance Office to ascertain the next of kin.
- c. The next of kin or representative will as soon as possible commence the process of applying for letter of Administration at the Probate Division/Registry of the High Court of competent jurisdiction.
- d. After obtaining the Letter of Administration, next of kin will immediately visit the FRSC Pensions and Insurance Office with the following documents:
 - i. Medical certificate of death from a qualified medical doctor.
 - ii. Certificate of registration of death issued by National Population Commission (NPC).
 - iii. Police report (if death is by accident).
 - iv. Burial warrant issued by local government of deceased.
 - v. Evidence of burial of the deceased by Imam, Pastor or Rev Father.
 - vi. Copy of obituary poster of the deceased.
 - vii. Copy of First Appointment letter of the deceased.
 - viii. Copy of Birth Certificate or declaration of age of the deceased.
 - ix. Copy of pay slip of the deceased as at the time of death.
 - x. Copy of pay slip of the deceased as at 30th June, 2004, if applicable.
 - xi. Copy of last promotion letter before death (if any).
 - xii. Evidence that a Letter of Administration has been issued to the next of kin or Personal Representative(s).
 - xiii. Evidence of opening a bank account (savings or current) with a Nigerian bank by next of kin or representative of the deceased.

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- xiv. The next-of-kin or personal representative will then proceed to the Office of the Pension Fund Administrator (PFA) of the deceased and submit the documents mentioned above alongside the following:
- a. Letter of introduction of next-of-kin or personal representative generated from FRSC Pensions and Insurance Office having the following details:
 - Date of first appointment of the deceased.
 - Date of birth of the deceased.
 - Salary grade level of the deceased as at 30th June, 2004. (where applicable).
 - Salary grade level and steps as at the month of death.
 - b. Completed Death Notification Certificate to be signed by FRSC Head of Admin and Human Resources or his representative.

STEPS TO BE TAKEN IF A STAFF DIES TESTATE (DIES LEAVING A WILL)

25. Where a staff dies leaving a Will, he/she would normally when alive indicate how he/she wanted the estate to be shared or distributed among the various interests identified. The Executor of the Will which in most cases will be a trusted company or law office would be named in the Will. Where this is the case, the next-of-kin as named in the deceased FRSC Confidential report must also report to the FRSC Pension Office for certain clarifications and administrative imperatives.

26. The next-of-kin is advised to get a legal practitioner to assist in executing the Will because of certain legal technicalities involved.

CONCLUSION

27. The issue of retirement planning is something that must begin from the first day a letter of appointment is issued to a worker. There is no salary that can be too small for a worker to start saving. It is to be concluded that retirement from service is not a death sentence and therefore must be taken with the spirit of sportsmanship because what has a beginning must invariably have an end.

28. Staff are also enjoined to explore the provision of Group Personal Accident (GPA) Insurance Scheme as discussed above, to channel their claims relating to GPA Insurance to Pens/Ins Section of the AHR in order to enjoy compensation provided in the Scheme.

Thank you.

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LIST OF REGISTERED PENSION FUND ADMINISTRATORS BY PENCOM

SN	NAME OF PFAS
1	IBTC Pension Managers
2	Trust Funds Pensions Plc
3	Pension Alliance Limited (PAL)
4	ARM Pension Managers
5	First Guarantee Pension Limited
6	IEI-Anchor Pension Managers Ltd
7	Premium Pension Limited
8	Legacy Pension Managers Ltd
9	Sigma Vaugh Sterling Pensions Limited
10	Leadway Pensure PFA Limited
11	APT Pension Fund Managers Limited
12	AXA Mansard Pensions Ltd
13	Crusader Sterling Pensions Ltd
14	Fidelity Pension Managers
15	NLPC Pension Fund Administrators Limited
16	Oak Pensions Limited
17	AIICO Pension Managers Limited
18	Veritas Glansville Pensions (formerly Future Unity Glanvilles Pensions Ltd)
19	Investment One Pension Managers Limited
20	UBA Pensions Limited
21	IGI Pensions