

FRSC/HQ/P&I/308/VOL.20/32

03 MAR, 2020

CIRCULAR

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RE: NOTIFICATION OF CLAIM: GROUP LIFE ASSURANCE SCHEME
DEATH OF 46 EMPLOYEES ASSURED: EMPLOYEE OF THE FEDERAL
GOVERNMENT OF NIGERIA- OFFICE OF THE SECRETARY TO THE
GOVERNMENT OF THE FEDERATION AND FRSC INCLUDING ITS
DEPARTMENT AND AGENCIES
ASSURER: AXA MANSARD INSURANCE PLC & OTHER.

Reference:

- | | |
|--------------------------------------|------------------|
| a. FRSC/HQ/CMO/PSO/555/VOL. XXII/066 | dated 11/01/2020 |
| b. AFN Broke Limited Letter | dated 31/01/2020 |
| c. FRSC/HQ/AHR/P&I/308/VOL.20/31 | dated 24/02/2020 |
| d. CMs' Minute 'A' on reference 'C' | dated 26/02/2020 |

Following the receipt of a letter from AFN Insurance Brokers Limited requesting for Claim Supporting documents of Death in-Service Benefits of our deceased staff for further processing of Group Life Insurance (GLI) managed by Mansard Insurance Plc & others.

2. The CM has directed DCM (AHR) to request commanding officers to inform staff under their command to get in touch with the Next-of-Kin (NOK) of the staff who died between 2015 to 2016 in the attached list to forward full Supporting documents for processing Death in Service Benefits (Group Life Insurance GLI) claims.
3. Next-of-Kin (NOK) to deceased staff are expected to come along with supporting documents undermentioned to FRSC National Headquarter AHR, Pension and Insurance Section, room 218:

REQUIREMENTS FOR PROCESSING DEATH - INSURANCE BENEFITS

1. FIRST LETTER OF APPOINTMENT
2. LAST PROMOTION LETTER
3. DEATH CERTIFICATE (From Hospital)
4. REGISTRATION OF DEATH CERTIFICATE (from National Population Commission)
5. OBITUARY POSTER
6. BURIAL WARRANT (From Local Govt Area Council)
7. POLICE REPORT (When the deceased died in RTC or homicide)
8. BURIAL LETTER FROM PASTOR OR IMMAM THAT BURIED THE DEAD
9. PAY - SLIP AS AT 30TH JUNE, 2004 (From FRSC HQ F&A)
10. PAY- SLIP AS AT JANUARY, 2007 (From FRSC HQ F&A)
11. PAY -SLIP AS AT 30TH JUNE 2010 (From FRSC HQ F&A)
12. CURRENT PAY - SLIP AS AT THE MONTH OF DEMISE (From FRSC HQ F&A)
13. EVIDENCE OF PENSION FUND ADMINISTRATION (PFA) REGISTRATION
14. BIRTH CERTIFICATE OR DECLARATION OF AGE
15. LETTER OF ADMINISTRATION (From High Court) to include:
 - i. Inventory page, stating asset of the deceased
 - ii. Money in the bank
 - iii. Name of PFA and RSA PIN to be included in the inventory page.
16. CERTIFIED TRUE COPY OF THE LETTER OF ADMINISTRATION (Stamp)
17. OFFICIAL GAZETTE OR NEWSPAPER PUBLICATION OF THE LETTER OF ADMINISTRATION
18. THREE MONTHS PAYSLIP BEFORE THE LAST PAYSLIP.
19. NOK's INTERNATIONAL PASSPORT/ NATIONAL ID CARD/ DRIVER'S LICENCE
20. NOK's PASSPORT PHOTOGRAPH
21. NOK's UTILITY BILLS
22. MARRIAGE CERTIFICATE (OF SPOUSE) OF THE BENEFICIARY (IES)
23. ONE DECEASED PASSPORT

NOTE: That the above listed documents shall be in four copies.

4. Advance soft copy can be send through the following e-mail (p.insurance@frsc.gov.ng, pand.insurance@frsc.gov.ng). Contact 08151790498 - Pension/Insurance Help Desk Line for further enquiries.
5. Commanding Officers are to bring this to the notice of all staff under their preview
6. Please treat as urgent with utmost dispatch.

Dans A

DCM Shehu A. Zaki, fsi

DCM: Admin and Human Resources (AHR)

For: Corps Marshal

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LIST OF DECEASED STAFF UNDER: AXA MANSARD INSURANCE PLC AND OTHERS (2015/2016)

S/N	NAME	RANK	PIN	DATE OF DEATH
1.	ILA ELISHA	DCI	M-9210-03281	04/10/2015
2.	HERMAN AUDU	SMI	M-9801-11610	15/01/2015
3.	PRISCA CHIZOBA ILOH	RMA- II	M-1107-15333	17/11/2015
4.	AHMED ABDULMUMINI BAKO	RMA II	M-1107-16328	07/09/2015
5.	CELESTINA REUBEN	RMA- II	M-0702-10164	20/10/2015
6.	FIDELIA CHIGOZIE UKWUEZE	MI-III	M-1306-16681	30/12/2015
7.	DOLAPO OMOLOLA AKOMOLEDE	RMA-I	M-0702-08495	17/11/2015
8.	SAIDU ALHAJI GARBA	RMA-III	M-1107-15496	05/02/2016
9.	ADAMU SULEIMAN KARSHI	RMA- I	M-0704-11106	13/10/2015
10.	ALEXANDER PLANGNAN JOHN	RMA- I	M-0702-09778	29/09/2015
11.	MOLOKWU CHKWUELOKA OBINNA	MI-I	M-1411-17275	14/10/2015
12.	ISYAKU ABDUL	RMA II	M-0702-10285	09/10/2015
13.	KEFAS R.D JAMES	MI-II	M-1411-17339	28/12/2015
14.	YAUBA HUSSAINI DUHU	RMA- II	M-1107-16039	27/12/2015
15.	ABDULAZIZ HASSAN	RMA -II	M-1107-14153	20/10/2015
16.	SHEHU SANI SHEHU	RMA-II	M-1107-14266	30/10/2015
17.	IBIKUNLE O. FAGUNWA	DRC	C-02403	10/1/2015
18.	MUILI DAUDA ADEREMI	PMI	M-9010-00562	10/10/2015
19.	JOY IFEOMA IKEKE	RMAII	M-0702-08273	10/10/2015
20.	ILOH PRISCA CHIZOBA	RMAII	M-1107-15333	17/11/2015
21.	MATHEW YAKUBU	RMAIII	M-0703-09569	12/12/2015
22.	OCHALEFU WESLEY	RMAII	M-1107-15152	12/22/2015
23.	OPUTA RICHARD CHUKWUDI	RMAI	M-0702-08452	29/12/2015
24.	ALABI ADEDIMEJI ROTIMI	RMAII	M-0703-09534	12/29/2015
25.	VEV VERSHIMA JEREMIAH	DRC	C-02307	1/17/2016
26.	OHAZULIKE HERIETTA	DRC	C-05271	1/30/2016
27.	ABDULSALAM .D.ABDULSALAM	ARC	C-07562	1/4/2016