

REQUIREMENTS FOR PROCESSING DEATH - IN SERVICE BENEFITS

- a. FIRST LETTER OF APPOINTMENT
- b. LAST PROMOTION LETTER
- c. DEATH CERTIFICATE (MEDICAL CAUSE OF DEATH) (From Hospital)
- d. DEATH REGISTRATION CERTIFICATE (from National Population Commission)
- e. OBITUARY POSTER
- f. BURIAL WARRANT (From Local Govt. Area Council)/Police report when the deceased died in RTC.
- g. BURIAL LETTER FROM PASTOR OR IMMAM THAT BURIED THE DEAD
- h. PAY - SLIP AS AT 30TH JUNE, 2004 (From FRSC HQ F&A)
- i. PAY- SLIP AS AT 31ST JANUARY, 2007 (From FRSC HQ F&A)
- j. PAY -SLIP AS AT 30TH June,2010 (From FRSC HQ F&A)
- k. PAY -SLIP AS AT 30TH July,2010 (From FRSC HQ F&A)
- l. PAY -SLIP AS AT 31ST Dec,2013 (From FRSC HQ F&A)
- m. PAY -SLIP AS AT 31ST Dec,2017 (From FRSC HQ F&A)
- n. CURRENT PAY - SLIP AS AT DEMISE (From FRSC HQ F&A)
- o. EVIDENCE OF PENSION FUND ADMINISTRATION (PFA) REGISTRATION
- p. BIRTH CERTIFICATE OR DECLARATION OF AGE
- q. LETTER OF ADMINISTRATION (From High Court) to include:
 - i. Inventory page, stating
 - ii. asset of the deceased
 - iii. Money in the bank.
 - iv. Name of PFA and RSA PIN to be included in the inventory page.
- r. CERTIFIED TRUE COPY OF THE LETTER OF ADMINISTRATION (Stamp)
- s. OFFICIAL GAZETTE OR NEWSPAPER PUBLICATION OF THE LETTER OF ADMINISTRATION
- t. THREE MONTHS PAYSLIP BEFORE THE LAST PAYSLIP.
- u. NOK's INTERNATIONAL PASSPORT/ NATIONAL ID CARD/ DRIVER'S LICENCE
- v. NOK's PASSPORT PHOTOGRAPH
- w. NOK's UTILITY BILLS
- x. MARRIAGE CERTIFICATE (OF SPOUSE) OF THE BENEFICIARY (IES)
- y. ONE DECEASED PASSPORT

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

For more enquires call 08151790498 forty