

**DEATH BENEFIT CHECKLIST  
(FEDERAL GOV'T /PRIVATE SECTOR EMPLOYEES)**

1. **DEATH/MISSING PERSON NOTIFICATION FORM\***  
To be issued by IEI Anchor official or downloaded from our website: [www.ieianchorpensions.com](http://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 (NOK) VERIFICATION FORM\***  
To be issued by IEI Anchor official or downloaded from our website: [www.ieianchorpensions.com](http://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. **LETTER OF INTRODUCTION FROM THE EMPLOYER**  
The letter should introduce the deceased; stating the date of birth, date of employment & date of death. It should also introduce the registered Next Of Kin
5. **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.
6. **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.
7. **CERTIFICATE OF DEATH REGISTRATION\***  
Obtained from the national population commission
8. **PUBLIC SECTOR DECEASED EMPLOYEES WITHOUT ACCRUED BENEFITS\***  
**For public sector deceased employees ONLY**, whose accrued benefits have not been remitted into the deceased RSA, the NOK will be required to submit the following: 
  - a. Letter of introduction from Ministry, Department or Agency stating date of first appointment, date of birth, date of death, grade level and Step as at June 2004 and Grade Level and Step in the year of death. The letter should also introduce the Next-of-Kin
  - b. Death Notification Form properly filled by the NOK
  - c. Letter of first appointment
  - d. Declaration of age or Birth certificate of the deceased
  - e. Last pay slip within the year of demise
  - f. Pay slip as at 30 June, 2004, as at January 2007 and as at June 2010(if applicable)
  - g. Copy of evidence of transfer of service (where applicable)
  - h. Last promotion letter before demise
  - i. Death certificate or evidence of death.

**NOTE** that IEI Anchor will forward these documents to the National Pension Commission to facilitate the remittance of the deceased accrued benefits.

9. **PASSPORT PHOTOGRAPH\***   
IEI Anchor requires a copy of the deceased passport and for the Next Of Kin(s)
10. **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)
11. **NEXT OF KIN MEANS OF IDENTIFICATION\***   
Any **One** of Int'l Passport, National I.D. Card, Driver License or Voter Card  
Please NOTE that Int'l Passport or Drivers license must be at least 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.
12. **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.

**FOR OFFICIAL USE:**

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