



NATIONAL PENSION COMMISSION

Plot 174, Adetokunbo Ademola Crescent, Wuse II, Abuja.
P.M.B. 5170 Wuse, Abuja, Nigeria
Tel: +234-9-4138736-40, 09-6720091, 6720094, 4133398,
4133363

www.pencom.gov.ng

CIRCULAR

REF: PENCOM/TECH/NDB/RBR/11/

DATE: August 4, 2011

TO: All Pension Fund Administrators

SUBJECT: **REVIEW OF MODALITIES FOR SUBMISSION OF DEATH CLAIMS OF DECEASED FEDERAL GOVERNMENT EMPLOYEES**

Please recall our circular ref:PenCom/DG/09/016/2 dated 30th April,2009 directing all MDAs to liaise with PFAs of deceased Federal Government employees for processing and remittance of terminal benefits under the Contributory Pension Scheme. Also recall that for deceased employees who did not open RSA before their demise, the circular required their Next of Kin (NOK) to open Death Benefit Account (DBA) through which their terminal benefits and life insurance proceeds are to be paid.

It has come to the notice of the Commission that some of the submissions for the death claims forwarded by the PFAs had incomplete documentations and in some cases without soft copies.

Please note that effective from 15 August, 2011 all death claims must be accompanied with duly completed and endorsed **Dead/Missing Person Notification Report** which can be accessed on the Commission's website copy attached as **Appendix A**. The under listed documents must be attached to all submissions along with a summarized schedule of death claims as specified in

attached **Appendix B** for the determination of deceased Federal Government (FG) employees' terminal Benefit:

1. Copy of the letter of first appointment
2. Copy of declaration of Age
3. Copy of the last pay slip as at 30, June 2004
4. Copy of the last promotion letter before demise
5. Letter of introduction from the MDA – stating Date of first appointment, date of birth, date of death, grade level as at June 2004, current grade and step and name of next of kin.

The documents should be arranged and submitted to the commission in the order in which that have been listed above with the Dead/Missing Person Notification Report on top.

Also note that the endorsement by MDAs of the Temporary Death Notification form has been replaced by a formal letter of introduction to be issued by MDAS confirming the death of a Federal Government employee, stating details of his/her work information and introduction of Next of Kin (NOK). This letter must be forwarded along with the submission.

All original documents must be sighted by Officials of the PFAs and photocopies must be stamped and certified with the inscription "Original documents sighted by me: Name.....; Designation.....; Date....." before forwarding same to the Commission.

Please note that all submissions effective 17 August, 2011 that do not conform to the above mentioned order and stipulated format of submission as contained in attached formats shall not be processed and will be returned.

Thank you.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized initial 'A' followed by the name 'Aikhomu' in a cursive script.

Ekanem Aikhomu (Mrs)
Head, National Data Bank Department