



# **NATIONAL PENSION COMMISSION**

## **DEATH NOTIFICATION FORM (APPENDIX 1)**

From: MDA .....

To: PenCom

Name of Employee...../...../.....  
Surname First Name Middle Name

Date of Birth (DD/MM/YYYY).....Gender (Male/Female).....

Marital Status.....

State of Origin .....Local Government Area.....

Date of Death (DD/MM/YYYY) .....Cause of Death .....

Date of Appointment (DD/MM/YYYY).....File Number .....

Designation .....Grade Level.....Step.....

Total Annual Emolument (R) .....

Name & Address of Next of kin

.....

.....

.....

Has Employee opened RSA? Yes/No .....

Name of PFA .....PIN No .....

Has death been reported under the former insured scheme: (Yes/No).....

If Yes, Name of the Scheme.....

If Yes, has any payment been made (Yes/No).....

Details of former Insurer.....

### **Remarks:**

We hereby give you formal notice that Mr/Mrs.....

Died on the .....day of .....20..... and we hereby advise and authorize you to pay the death benefit

due in respect of the deceased, to his/her Retirement Savings Account Number ..... with

..... (Name of PFA) through the Custodian.

We enclose the following documents (Original to be sighted)

- ☑ Medical Certificate of Death/Cause of Death
- ☑ Certificate of Registration of Death
- ☑ Police Report (if death is by accident)
- ☑ Burial Warrant issued by Local Government Council
- ☑ Evidence of Death/Burial issued by imam or Pastor
- ☑ Copy of Obituary poster (if any)
- ☑ Declaration of wish/evidence of nomination of next of kin

Dated this .....day of .....20.....

.....  
For MDA (officer not below Director grade)

Initiated by: .....

Contact Telephone: .....