

Check list (requirements) for Missing Person Application

Applications will ONLY be processed if they include the required documents. If any document is outstanding, the application will be considered **incomplete** and **not accepted** until the required documents are complete. Please refer to required document checklist below for your application type. Original documents are required for sighting.

**OFFER OF ANY FORM OF GIFT OR CASH TO ANY STAFF TO PROCESS YOUR PENSION BENEFIT IS STRICTLY PROHIBITED**

Call 012716000 to report any request for gift or cash

**Definitions**

- "NOK" means Next of Kin
- "LOA" means Letter of Administration
- "DBA" means Death Benefit Account.
- "RSA" means Retirement Savings Account
- "SIPML" means Stanbic IBTC Pension Managers Limited
- "Applicant" means the person making the application. "ID" means Identification
- "MDA" means Ministries, Departments and Agencies
- "PenCom" means National Pension Commission.

**{Please tick box (X) to indicate all documents provided}**

**A. Missing Person notification documents**

***A missing person notification is required to be sent to PenCom and a Board of Enquiry will be set up by PenCom to reasonably presume the missing client dead. The following documents are required;***

**1. Missing Person/Death Notification Form properly filled by the beneficiary**

**2. Letter from Employer confirming disappearance**

A letter from the Employer of the missing person confirming disappearance of the client along with the client's passport photograph is required.

**3. Newspaper Publication**

A copy of a newspaper publication announcing the disappearance of the person

**4. Police report**

A police report confirming details of missing person i.e. Name, date of disappearance, circumstance of disappearance and that he/she has not been found after 12 months.

**B. Missing Person application documents**

***Where the decision of the Board of Enquiry set up by PenCom reasonably presumes the missing client dead, the following documents will be required;***

**1. Application Form**

One of the Next of Kins (NOKs) can initiate the application process even though there is more than one named administrator on the Letter of Administration (LOA).

**2. Will admitted to Probate or LOA or \*Court Order**

- a) The Will/Probate Letter should indicate the existence of a pension account with the PFA on the inventory of assets; otherwise the applicant is required to provide a LOA.
- b) The LOA is also required where the deceased client died intestate i.e. without a valid will.
- c) Court Order obtained from Upper Area Courts/Area Courts (\*applicable to Northern states only)

**PLEASE NOTE THAT** the LOA must include "**Pension with Stanbic IBTC Pension Managers Limited**" on the inventory of assets.

**3. Passport Photograph**

- a) For record purposes, we require a copy of the deceased's passport photograph.
- b) We also require passport photographs of the named administrator(s) on LOA.

**4. Confirmation Letter (Private Sector Clients and Self-Funded Government Organisations Only)**

A letter will be sent from Stanbic IBTC Pension Managers Ltd (SIPML) to the client's previous employer to confirm remittance of all contributions into the client's RSA, length of service as well as client's date of birth. The application can only be processed for approval from the National Pension Commission on receipt of the employer's response.

**5. Public Sector Deceased Clients without Accrued Benefits**

For deceased clients (in Public Sector) whose accrued benefits have not been remitted into the Retirement Savings Account (RSA), the named administrator(s) will be required to provide the following documents which will be forwarded to the Commission. Pay slips must be stamped and signed if the pay slip was not electronically generated;

- a) Death Notification Form properly filled by the named administrator
- c) Copy of age declaration or Birth certificate of the deceased
- d) Last pay slip within the month of demise.
- e) Pay slip as at 30 June 2004
- f) Pay slip as at January 2007
- g) Pay slip as at June 2010
- h) Letter of introduction from MDA (i.e. deceased's employer) stating date of first appointment, date of birth, date of death, salary structure, grade level and step as at June 2004, January 2007, June 2010 and as at the month of death, effective date of transfer (where applicable) and the name of the NOK. **This letter is to be signed by an Officer in the Personnel Dept. (whose rank is not below an Assistant Director) and the Pension Desk Officer of the MDA**
- i) Last promotion letter before demise.
- j) Evidence of transfer of service. (where applicable)
- k) Death certificate or evidence of death.

**6. Bank Account Details**

The named administrator must fill his/her valid bank Account Number on the application form.

**PLEASE NOTE THAT** where there are multiple administrators on the LOA, payment will be made into either an estate account or a jointly nominated bank account. Where it is the latter, a Letter of Consent, jointly signed by all named administrators will be required.

**7. Means of Identity**

Valid means of ID for the named administrator(s) is any **ONE** of the under listed:

- a) National Identity Card
  - b) Valid International Passport
  - c) Valid Drivers' License
  - d) Permanent Voter's Card
  - e) \*Letter of confirmation of identity from the bank (this must be on the bank's letter head paper and duly stamped and signed)
  - f) \*Letter of confirmation of identity from a Notary Public (this must be on the notary public's letter head paper and duly signed and sealed)
- \*Passport photograph of the applicant must be on the letter duly stamped by the issuer.

**PLEASE NOTE THAT** the means of ID must be **valid** at the point of submission and 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

**8. Original Bond Certificate & Clearance Letter (Employees of Lagos State only)**

- a) Original certificate received during Bond ceremony.
- b) NOK is to complete the Lagos State's clearance process on behalf of the deceased to enable the Government issue a clearance letter to SIPML.

**PLEASE NOTE THAT** self-funded Lagos State institutions are not required to submit bond certificates.

**9. Indemnity Form**

This form is available at any of our branches/locations and is to be filled and duly signed by the named administrator(s) on the LOA.