

EQUIREMENTS & CHECKLIST FOR MISSING PERSON

IMPORTANT INFORMATION

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.

- Application will only be processed if the required documents are complete
- Original documents will only be processed for sighting

 for sighting

Officer of gratification to any staff for processing of your benefit	ts is strictly Prohibited
PLEASE TICK THE BOX [\checkmark] 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; MISSING PERSON/DEATH NOTIFICATION FORM PROPERLY FILLED BY THE BENEFICIARY	CONFIRMATION LETTER (PRIVATE SECTOR CLIENTS AND SELF-FUNDED GOVERNMENT ORGANISATIONS ONLY) A letter will be sent from Tangerine APT Pension Managers Ltd 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.
LETTER FROM EMPLOYER CONFIRMING DISAPPEARANCE	PUBLIC SECTOR DECEASED CLIENTS WITHOUT ACCRUED
A letter from the Employer of the missing person confirming disappearance of the client along with the client's passport photograph is required.	For deceased clients (in Public Sector) whose accrued benefits have not been remitted into the Retirement Savings Account (RSA), the
NEWSPAPER PUBLICATION A copy of a newspaper publication announcing the disappearance of the person	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;
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.	a) Death Notification Form properly filled by the named administrator b) Copy of age declaration or Birth certificate of the deceased c) Last pay slip within the month of demise. d) Pay slip as at 30 June 2004 e) Pay slip as at January 2007
B. MISSING PERSON APPLICATION DOCUMENTS	f) Pay slip as at June 2010 g) Letter of introduction from MDA (i.e. deceased employer) stating date of first appointment
WHERE THE DECISION OF THE BOARD OF ENQUIRY SET UP BY PENCOM REASONABLY PRESUMES THE MISSING CLIENT DEAD, THE FOLLOWING DOCUMENTS WILL BE REQUIRED;	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 signedby an Officer in the Personnel Dept.
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)	(whose rank is not below an Assistant Director) and the Pension Desk Officer of the MDA h) Last promotion letter before demise. i) Evidence of transfer of service. (where applicable) j) Death certificate or evidence of death.
WILL ADMITTED TO PROBATE OR LOA OR *COURT ORDER	BANK ACCOUNT DETAILS
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.	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
POLICE REPORT a)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.i.e. without a valid will.	POLICE REPORT Valid means of Identification for the named administrator(s) is any ONE of the under listed:
b)The LOA is also required where the deceased client died interstate i.e. without a valid will.	a) National Identity Card b) Valid International Passport c) Valid Drivers' License
c) Court Order obtained from Upper Area Courts/Area Courts (*applicable to Northern states only)	d) Permanent Voter's Card e) Letter of confirmation of identity from the bank (this must be on the bank's letter head
PLEASE NOTE THAT the LOA must include Pension with Tangerine Pension Managers Limited on the inventory of assets.	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.
NEWSPAPER PUBLICATION a) For record purposes, we require a copy of the deceased passport photograph.	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
b) We also require passport photographs of the named administrator(s) on LOA.	ORIGINAL BOND CERTIFICATE & CLEARANCE LETTER (EMPLOYEES OF LAGOS STATE ONLY) a) Original certificate received during Bond ceremony.
NDEMNITY FORM	b) NOK is to complete the Lagos State's clearance process on behalf of the

Pensions Limited

deceased to enable the Government issue a clearance letter to Tangerine

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

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CLIENT NAME

NAME OF RECEIVING OFFICER

APPLICATION TYPE

BRANCH / SERVICE LOCATION

PENSION RSA NUMBER

APPLICATION SUBMISSION DATE



ACCOUNT DETAILS CONFIRMATION

CLAIMANT SIGNATURE/DATE	_		E	BANK CON	NFIRM <i>A</i>		
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