

REQUIREMENTS & CHECKLIST FOR MISSING PERSON

IMPORTANT INFORMATION

- Application will only be processed if the required documents are complete
- Original documents will only be processed for sighting
- Offer of gratification to any staff for processing of your benefits is strictly Prohibited

PLEASE TICK THE BOX [✓] 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

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.

NEWSPAPER PUBLICATION

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

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;

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)

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.

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.

b) The LOA is also required where the deceased client died interstate 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 Tangerine Pension Managers Limited on the inventory of assets.

NEWSPAPER PUBLICATION

a) For record purposes, we require a copy of the deceased passport photograph.

b) We also require passport photographs of the named administrator(s) on LOA.

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.

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.

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
- 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
- f) Pay slip as at June 2010
- g) Letter of introduction from MDA (i.e. deceased 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
- h) Last promotion letter before demise.
- i) Evidence of transfer of service. (where applicable)
- j) Death certificate or evidence of death.

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

POLICE REPORT

Valid means of Identification 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

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 Tangerine Pensions Limited

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

APPLICATION PAYMENT FROM RETIREMENT SAVINGS ACCOUNT

PASSPORT SIZE
PHOTO ON WHITE BACKGROUND

RSA PIN

FIRST NAME

MIDDLE NAME

LAST NAME

OTHER NAME

EMAIL ADDRESS

RESIDENTIAL ADDRESS

EMPLOYER NAME

EMPLOYER ADDRESS

DETAILS FOR NEXT OF KIN

FIRST NAME

MIDDLE NAME

LAST NAME

OTHER NAME

EMAIL ADDRESS

RESIDENTIAL ADDRESS

APPLICATION TYPE

- 25% PAYMENT
- LUMP SUM AND PROGRAMMED WITHDRAWAL PAYMENT
- LUMP SUM AND ANNUITY PAYMENT
- ENBLOC PAYMENT
- NSITF PAYMENT
- HEALTH GROUNDS PAYMENT
- DEATH BENEFITS PAYMENT
- PRE ACT PAYMENT
- ADDITIONAL LUMPSUM PAYMENT
- VOLUNTARY CONTRIBUTION PAYMENT: PART =N= ALL
- FOREIGNER PAYMENT
- MISSING PERSONS PAYMENT

CONFIRMATION OF EMPLOYMENT STATUS

- I HAVE BEEN UNEMPLOYED FOR THE LAST 4 MONTHS TO THE DATE OF THIS APPLICATION
- I HAVE BEEN EMPLOYED FOR THE LAST 4 MONTHS TO THE DATE OF THIS APPLICATION

DATE OF EXIT (DD MM YYYY)

Applications will ONLY be processed if they include ALL the required documents. if any document is missing, the Application will be considered INCOMPLETE and NOT ACCEPTED until the documents have been provided.

I confirm that the information supplied above by me is true and correct and hereby indemnify TANGERINE APT PENSIONS LIMITED, its officers and privies from any liability whatsoever arising out of false information provided by me above. I further authorize TANGERINE APT PENSIONS LIMITED to update the RSA details stated above with any of the information so provided above.

FOR OFFICIAL USE ONLY

SIGNATURE

DATE

NAME OF RECEIVING OFFICER

BRANCH/SERVICE CENTRE

SIGNATURE OF RECEIVING OFFICER

PHONE NUMBER

CUSTOMERS RECEIPT

PENSION RSA NUMBER

CLIENT NAME

APPLICATION TYPE

APPLICATION SUBMISSION DATE

NAME OF RECEIVING OFFICER

BRANCH / SERVICE LOCATION



ACCOUNT DETAILS CONFIRMATION

ACCOUNT TYPE SAVINGS CURRENT JOINT

ACCOUNT NAME

ACCOUNT NUMBER

BANK NAME

BANK ADDRESS

SORT CODE

ACCOUNT STATUS

ACTIVE DORMANT

MOBILE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PHONE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I agree that my personal information can be used in line with Tangerine APT Data Privacy Policy. :
www.TangerineAPT.Africa/privacy-policy. All enquiries/complaints can be forwarded to pensiondataprivacy@TangerineAPT.Africa

CLAIMANT
SIGNATURE/DATE

BANK CONFIRMATION
SIGNATURE/DATE