



APPLICATION CHECK LIST

DECEASED APPLICATION

Accessing Benefits of a Deceased RSA Holder

An Executor under a Will or an Administrator appointed under a Letter of Administration can access the deceased RSA in line with the PRA 2014 or the Regulations for the Administration of Retirement and Terminal Benefits for:

- En-bloc payment of the RSA balance which may also include Accumulated contributions (if any) and Accrued Pension Benefits. Group Life Insurance will be paid in line with Section 8(1) of the PRA 2014.

Requirements for Accessing Benefits of a Deceased RSA Holder

Public Sector Deceased Clients with/without Accrued Benefits.

The following documents are submitted by the "NOK" to process the deceased Accrued Benefits.

1. Application Letter (Original submitted)
 - Written letter /benefit application form duly completed and signed which clearly states the client's application type – Deceased Application.
2. Copy of Letter of First Appointment
3. Copy of last pay slip within the year of demise
4. **Letter of introduction from MDA** (i.e. Deceased's employer) stating the date of the first employment, date of birth, date of death, grade level and step as at June 2004 and grade level and step as at the month of death.

5. For **State:** Authority to Access Retirement Savings Account (RSA) requires Clearance Certificate.
6. Letter of introduction from employer with deceased and Executor/Administrators' passport affixed and stamped (stating DOB, DOFA, DOD, grade level and step as at June 2004, January 2007, June 2010, Year of Demise, Name of Executor/Administrator) it must be signed by 2 signatories (public sector only).
7. Letter of Administration or Will admitted to Probate or Court Order.
8. Certificate of Death/Cause of Death (Police Report if death is by accident).
9. Satisfactory means of identification of the beneficiaries, which may be any of the following: Current Driver's License, International Traveling Passport, National Identity Card. (Name of beneficiary should be as it is written on the Letter of Administration/Will).
10. Letter from a Notary Public attesting to the demise of the RSA holder and confirming the supposed Executor/Administrator as the legal beneficiary eligible to access the deceased estate with the passport photograph of both the deceased and beneficiary(ies) properly affixed.
11. Copy of letter of first appointment. (Public Sector only) (For Nigerian Police – Attestation Letter from Nigerian Police is the only valid letter that will suffice for Appointment Letter).
12. Birth Certificate/Declaration of Age of the deceased (Public Sector only).
13. Copy of stamped last pay slip including evidence of grade level and step within the year of demise, 30th June 2004, January 2007, June 2010 (Public Sector only).
14. Two (2) passport photographs of the deceased (PEN/DBA no written behind the passport)
15. One (1) Passport photograph of each beneficiary (Name written behind the passport accordingly)
16. Bank confirmation of estate account or joint account where they are more than one administrator named in the LOA or beneficiary named in the Will.
17. Newspaper Publication/Gazette – as evidence of public notice of deceased estate.
18. In addition to the above, you may be required to supply any of the following below as evidence of death:

- a. Burial warrant issued by a Local Government Council
- b. Burial evidence issued by an Islamic Community Head or Judge of a Sharia Court
- c. Burial evidence issued by a leader of a registered church
- d. Copy of obituary poster (if any)