

## **REGULATION FOR PROCESSING DEATH BENEFITS (PRIVATE SECTOR)**

- ❖ The employer or Next-of-Kin of the deceased shall officially notify Oak Pensions of the death of the employee or retiree and also introduce the Next of Kin in the letter
- ❖ The Next-of-Kin is to provide a satisfactory means of identification such as Current Internationals Travel Passport, National identity card or letter of confirmation of identity from his/her bank or a notary public.
- ❖ Letter of Administration or will admitted to probate
- ❖ Certificate of death/cause of death
- ❖ Certificate of Registration of Death
- ❖ Police Report (if death is by accident)
- ❖ Copy of obituary poster (if any)
- ❖ Evidence of total annual remuneration
- ❖ Letter of confirmation of un-indebtedness from the employer to Oak Pensions stating that all the pension contribution and death benefit entitlement has been remitted to the RSA of the deceased staff with evidence attached
- ❖ Copy of appointment letter
- ❖ Confirmation of appointment letter
- ❖ Evidence of payment of group life insurance policy
- ❖ Age declaration/birth certificate
- ❖ last pay slip at the time of demise
- ❖ Two Passport photograph
- ❖ Bank Details (attached form should be filled and returned)

## **REGULATION FOR PROCESSING DEATH BENEFITS (PUBLIC SECTOR)**

- ❖ The employer or Next-of-Kin of the deceased shall officially notify Oak Pensions of the death of the employee or retiree and also introduce the Next of Kin in the letter

- ❖ Letter of introduction from the MDA confirming the death of the staff, stating details of his/her work information; grade level before June 2004, grade level at the time of death, date of first appointment and date of death and also introduction of the Next of Kin
- ❖ The Next-of-Kin is to provide a satisfactory means of identification such as Current International Travel Passport, National identity card or letter of confirmation of identity from his/her bank or a notary public.
- ❖ Letter of Administration or will admitted to probate
- ❖ Certificate of death/cause of death
- ❖ Certificate of Registration of Death
- ❖ Police Report (if death is by accident);
- ❖ Copy of obituary poster (if any)
- ❖ CTC of Retirement Bond Certificate
- ❖ Evidence of total annual remuneration
- ❖ Copy of appointment letter(both private & public sector)
- ❖ Confirmation of appointment letter
- ❖ Evidence of payment of group life insurance policy
- ❖ Age declaration/birth certificate
- ❖ last pay slip at the time of demise
- ❖ Two Passport photograph
- ❖ Bank Details (attached form should be filled and returned)

## **NOTIFICATION AND DOCUMENTATION UNDER MANDATORY RETIREMENT**

The RSA holder is required by Oak Pensions to provide the following documents

- ❖ Official Notice of employment/Letter of Employment showing terms of employment
- ❖ Last three Pay Slip/evidence of total annual remuneration
- ❖ Official notice of retirement from employer

- ❖ Evidence of any accrued pension rights as well as any outstanding pension contributions
- ❖ Letter of confirmation of appointment
- ❖ Last promotion letter
- ❖ Letter of confirmation of un-indebtedness from the employer to Oak Pensions stating that all the pension contribution and entitlement has been remitted to the RSA of the retired staff with evidence attached from the time of appointment to time of retirement (Private Sector)
- ❖ Certified true copy of retirement bond certificate (for employees in public sector).
- ❖ Age Declaration.
- ❖ 2 passport photographs
- ❖ Bank Details (attached form should be filled and returned)

#### **NOTIFICATION AND DOCUMENTATION FOR LOSS OF JOB BENEFIT PAYMENT**

- ❖ Letter of appointment
- ❖ Confirmation of appointment
- ❖ Letter of disengagement
- ❖ Letter of confirmation of un-indebtedness from the employer to Oak Pensions stating that all the pension contribution and entitlement has been remitted to the RSA of the disengaged staff with evidence attached from the time of appointment to time of disengagement
- ❖ 2 passport photograph
- ❖ Age declaration/birth certificate.
- ❖ Last three pay slip