

BASIC REQUIREMENTS FOR DEATH BENEFITS AND OTHERS CLAIMS

PART A: DEATH BENEFITS: -

In-order to process payments to the eligible beneficiaries, the Pension Administrator will require the below documents:

1. Burial Allowance:

- i) Copy of Burial Permit
- ii) Letter from Area Chief defining the dependants -Persons to be paid as per the family's request
- iii) Copy of ID Card(s) for the Payee(s)
- iv) Bank Details-Copy of the ATM/ Bank statement for the Payee(s)

2. DB SCHEME-Dependants Monthly Pension during Death in Service and during Death in Retirement

- i) Copy of the Death Certificate
- ii) Copy of Letter from the area Deputy County Commissioner
- iii) Letter from the Head of Human Resource addressed to the Scheme advising on the eligible payees.
- iv) Copy of ID Card(s) for the Payee(s)
- v) Bank Details-Copy of the ATM/ Bank statement for the Payee(s)

3. Dc Scheme-During Death in Service

- i) Copy of the death certificate
- ii) Death Nomination Forms-Duly completed and signed.
OR A letter from the Deputy County Commissioner defining the heirs to the estate of the late employee.
- iii) Copy of ID Card(s) for the Payee(s)
- iv) Bank Details-Copy of the ATM/ Bank statement for the Payee(s)

PART B: LIFE-CERTIFICATE FORM AND N.H.I.F

1. Life-Certificate Form

In-order to continue processing the monthly pension to a pensioner who is not capable of attending the periodical head Count/CENSUS at the defined station the Pension Administration office will require the below documents

- i. Completed form with signature or Thumb print of the pensioner/beneficiary
- ii. Authorized/ Authenticated form by a Kenyan holding a public office e.g. Doctor/ Lawyer/Advocate/Chief/Priest/Pastor

2. National Hospital Insurance Fund

In-order to implement the deduction of NHIF to the Monthly pension the Pension Administration office will require the below documents

- i. Copy of the ID Card
- ii. Pensioner to register, select the hospital of choice and record his/her dependants with N.H.I.F office
- iii. Send SMS to 21101 with ID.....for confirmation of current status.

For any queries you may reach us through the below contacts:

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