

## Check list (requirements) for Missing Person Application

Applications will ONLY be processed if they include the required documents. If any document is missing, the application will be considered **incomplete** and **not accepted** until the documents have been provided. Please refer to required document checklist below for your application type. Original documents are required for sighting.

### **OFFER OF ANY FORM OF GIFT OR CASH TO ANY STAFF TO PROCESS YOUR PENSION BENEFIT IS STRICTLY PROHIBITED**

**Call 012716000 to report any request for gift or cash**

#### Definitions

"NOK" means Next of Kin

"LOA" means Letter of Administration

"ID" means Identification

"RSA" means Retirement Savings Account

"SIPML" means Stanbic IBTC Pension Managers Limited

"Applicant" means the person making the application.

"DBA" means Death Benefit Account.

"PenCom" means National Pension Commission.

#### {Please tick box (X) to indicate all documents provided}

#### 1. 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).

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.

#### 2. Letter from Employer confirming disappearance

A letter from the Employer of the missing person confirming disappearance of the client along with a passport photograph is required.

#### 8. Bank Account Details

The named administrator must fill his/her valid bank Account Number on the application form.

#### 3. Will admitted to Probate or Letter of Administration (LOA) or \*Sealed Order

Where the decision of the Board of Enquiry set up by PenCom reasonably presumes the missing client dead;

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.

b) The LOA is also required where the deceased client died intestate i.e. without a valid will.

c) Sealed Order obtained from Upper Area Courts/Area Courts (\*applicable to Northern states only)

**PLEASE NOTE THAT** the LOA must include "**Pension with Stanbic IBTC Pension Managers Limited**" on the inventory of assets.

**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 of Consent, jointly signed by all named administrators will be required.

#### 9. Means of Identity

Valid means of ID 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

#### 4. 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.

#### 5. Passport Photograph

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

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

#### 10. 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 SIPML.

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

#### 6. Birth Certificate/Age Declaration

It is required that the client provides his/her birth certificate or an age declaration from the Court.

**PLEASE NOTE THAT** the age on the birth certificate/age declaration must be the same as the age on our records.

#### 7. Confirmation Letter (Private Sector Clients and Self-Funded Government Organisations Only)

A letter will be sent from Stanbic IBTC Pension Managers Ltd (SIPML) to the client's previous employer to confirm

#### 11. 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.