

PROVIDENT FUND & DEATH and DISABILITY SCHEME

REQUIRED DOCUMENTS TO PROCESS THE FOLLOWING: MEMBER DEATH CLAIMS and DEPENDANT FUNERAL CLAIMS

- Death Certificate
- Notice of Death (**DHA-1663A**)
- In the case of "**Unnatural Cause of Death**" A Police Declaration and the Post Mortem report is required.
- Deceased's Identity Document
- In the case of a Dependent Funeral for a minor child: A Birth Certificate is required
- In the case of a deceased member:** Estate Late Income Tax Number is required
- In the case of a deceased member:** A Letter of Authority is required
- Beneficiary / Claimant' s Identity Document
- Minor Child/rens Birth Certificates / Major child /rens Identity Document/s
- Marriage Certificate / Police Affidavit from Spouse stating date of customary marriage and Affidavits and Identity copies from both sides of the families, preferably the parents-in-law as confirmation of the marriage.
- 6 Months salary slips required (Rate of Pay & Company Normal Working hours on salary slip, or a letter from the company confirming hourly rate of pay.
- A letter of confirmation of employment from the company on a letterhead.
- Quotation - From a registered Funeral Parlour
- Confirmation from Funeral Parlour if Funeral was paid by a Funeral Policy or a Burial Policy.
- Proof of receipt of payment is required as confirmation if Funeral Costs have been covered or paid by the following:
 - 1 > Funeral Policy
 - 2 > Burial Society
 - 3 > Next of Kin
- Beneficiary / Claimant's recent one month bank statement

PLEASE NOTE: IF NO RECEIPT OF PAYMENT HAS BEEN RECEIVED, FUNERAL COSTS WILL BE PAID DIRECTLY TO THE FUNERAL PARLOUR