



**BENEFICIARY'S IDENTIFICATION FORM - FORM A**  
**[TO CERTIFY BY A PERSON PERSONALLY KNOWN THE BENEFICIARY]**

Attach a recent Passport photograph certified by the certifier viz: "I certify this photograph to be the true likeness of ....."

**IN THE ESTATE/FNPF OF**.....(f/n)..... (deceased)

**TRUST ACCOUNT OF** .....

- 1. Name.....
- 2. Address.....
- 3. Phone Contact:..... Mobile Number:..... E-mail:.....
- 4. Male/Female.....
- 5. Date of Birth.....
- 6. Marital Status.....
- 7. Beneficiary Relationship with Deceased.....
- 8. Beneficiary's Signature/Thumb Print.....

Beneficiary's Left Thumb Impression
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**PART B: (CERTIFIER AND BENEFICIARY)**

**CERTIFICATION**

I, ..... hereby certify that the Passport photograph attached is the true likeness of .....who has been known to me for.....months/years as the .....of the deceased.

Signature.....Date.....

Resd/Postal Address .....

Relationship with Beneficiary..... Phone No.....

Occupation.....Rank .....

Witness's Signature.....Stamp.....

Name.....Address.....

Phone Contact.....E-mail Contact.....

- Note:**
- 1. The beneficiary must execute this Memorandum by affixing his/her signature or mark thereto before the Witness who must certify the Passport photograph to be the true likeness of the beneficiary.
  - 2. To be certified by any of the following: family members, relatives, family friends, work mates, neighbours, village leaders, religious leaders, community leaders or others who personally known to the beneficiary.
  - 3. To be witnessed by any of the following: A Lawyer, Commissioner for Oaths (Notary Public), District Officers, Senior Civil Servants, Religious Leaders, Company Executives, Managers.
  - 4. Statutory Declarations by – Family Members, Relatives, Neighbors, Religious & Community Leaders who is personally known to the beneficiary to be provided (over 18 years).
  - 5. House Visit – interviews, photos (if any)

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## **LIST OF REQUIREMENTS FOR FULL SETTLEMENT**

1. One Recent Passport size photo certified by District Officer or Solicitor the Passport photo has to be less than 3 months old.
2. Completed Beneficiary I.D form certified by District Officer or Solicitor.
3. One other Valid photo I.D with Signature.
4. Certified copy of Birth certificate
5. If married Certified copy of marriage certificate
6. All above documents should be certified by a single District Officer or Commissioner for Oaths having his/her official stamp or seal affixed.

## **IF BENEFICIARY DOES NOT HAVE ANY OTHER I.D**

7. Statutory Declaration by the beneficiary declaring himself/herself to be the rightful person.
8. Statutory Declaration by a Relative or Employer of the beneficiary declaring him/her to be the rightful person.
9. The person declaring should enclose a certified copy of his/her official Identification.
10. All declaration forms should be witnessed by a District Officer or Commissioner for Oaths with official stamp or seal affixed.