



## CHECKLIST- ADVICE OF DEATH

Tick the box to confirm the attached document is complete

- Form 9B2 – Advice of Death
- FNPF Membership Card
- Original birth certificate- Deceased member (Latest extract from the Register General's Office that have the 'deceased' water mark will be required for members who passed away in overseas)

### Confirmation of Death- Before Burial

Certified copies of the Notice to the undertaker or Medical certificate of cause of death, stamped and signed by the hospital medical superintendent/SDMO prior to burial/cremation.\*\*

Police Order for Burial only when assistance is sought before date of burial.\*\*

### After Burial

Original death certificate- Deceased member

### Proof of Marital Status:-

Original Marriage Certificate- if the deceased was married more than once, all Marriage Certificates are to be submitted (**Copy of marriage certificate to be extracted from Register General's Office after the date of death**)

Decree Absolute (if deceased was divorced) and a statutory declaration to confirm the deceased members' marital status after divorce.\*\*

Statutory Declaration (if the deceased member was never married)

Other forms of ID of the informant if required for proper ID verification. That is FNPF membership card or other valid ID such as driver's license and passport\*\*

Employment history- detailed list of all the employers deceased member was employed with whilst being a member of FNPF

### Discharge of Titles Application (if applicable) i) If Member is the sole owner of the property

Latest Certified True Copy of Title or Leases Search and Charge Search (no more than a month old)

Original Authority letter from the Administratrix/Administrator or Executor/Executrix of the Estate.

Certified True Copy of Probate or Letters of Administration\*\*

Original Instruction letter from the Solicitor or Lender to release the Charge

### ii) If Member shares the property with two or more owners

Latest Certified True Copy of Title or Leases Search and Charge Search (no more than a month old)

Request letter from the other joint owners of the property

Certified True Copy of Member's Death Certificate\*

**Important Note:** FNPF will lodge documents at Titles Office for discharge of its security and can be ready for collection 5 weeks after lodging the request. The \$60 discharge fee should be paid after being advised in writing by FNPF Legal to proceed to payment and uplift the title on behalf of the deceased member.

### OFFICIAL USE ONLY- CHECKED BY:

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TIME LOG: \_\_\_\_\_ DATE: \_\_\_\_\_

\*To be certified by Lawyers only

\*\* To be certified by a Justice of Peace or a Lawyer