



UNIVERSITIES PENSION FUND

APPLICATION FOR PENSION CLAIMS OF DECEASED EMPLOYEE

GENERAL INSTRUCTIONS

- 1 *The Part I of this application to be filled and handed over to the Establishments Branch with copies of the National Identity Card, and other documents by the **next of kin of the deceased member** of the Universities Pension Fund*
- 2 *The photocopies of the National Identity Card, and other documents should be certified by the Grama Niladari of the applicant's division and the official seal to be affixed.*
- 3 *If the Surname and the other names given in the NIC and other relevant certificates are not according to the Surname and other names written in the application please attach an affidavit that all such names referred to one and the same person.*
- 4 ***Part II, Part III, Part IV of this application should be completed by the relevant Branch of the last served university/institution of the deceased member. And after completing Part V, the application should be forwarded to the Pensions Unit of the University Grants Commission.***

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APPLICATION FOR PENSION CLAIMS OF DECEASED EMPLOYEE

Part I

01. Particulars of the Deceased Employee :

- (a) Full Name of the Employee :
- (b) Name of the Institution last employed :
- (c) Post last held :
- (d) National Identity Card No. :
- (e) Gender : Male Female
- (f) Date of Birth :
(Certified photocopy of the Birth Certificate is attached)
- (g) Date of Death :
(Certified photocopy of the Death Certificate is attached)
- (h) Civil status :

02. Particulars of the Applicant :

Particulars of the Applicant (If deceased employee was married the spouse and if deceased employee was unmarried eldest person in the legal heirs should make the application)

- (a) Full name :
- (b) Relationship to deceased Employee :
- (c) Address :
- (d) Telephone Number :

03. **Particulars of legal heirs (Next of kin)**

- if deceased employee was married the particulars of spouse and children should be given.
- if deceased employee was unmarried or married, and had no spouse and children, the particulars of living parents should be given.
- if deceased employee was unmarried or married, and had no spouse and children and one of the parents or both are not living, the particulars of brothers and sisters should be given.
(Include any one of the above legal heirs who is not living and indicate under column titled “**Present Address**” as “**Dead**”)

No.	Name of the Beneficiary	Relationship	Date of Birth	National Identity Card No.	Name of the Bank & Branch	Bank Account No.	Present Address
1							
2							
3							
4							
5							
6							

* If the applicant is the Spouse, certified copies of the Marriage Certificate, NIC, Birth Certificate and Detail page of Bank Pass Book are to be attached

* All other relationship, certified copies of NIC ,Birth Certificate and Detail page of Bank Pass Book are to be attached

I certify that the above information is true and correct, and relevant certified copies of certificates are annexed.

****(This paragraph is applicable if applicant is the spouse of the deceased employee)***

I declare on honour that I have not re-married since my spouse's death and I am aware that I cease to be entitled to this pension claims on my re-marriage. Further in case, I marry again, I will bring this to the notice of the Secretary, University Grants Commission immediately after my remarriage.

Date :

Signature of the Applicant

Name :

Witness:

1. Name :

Signature :

National Identity Card No :

Address :

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2. Name :

Signature :

National Identity Card No :

Address :

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