

Government pensioners

Important facts for retiring Government employees and their dependants Approaching retirement

Required from the Employer:

Collect the files of an employee from his/her various former offices of employment six months before the retirement date, and send them to the Ministry of Finance three months before retirement date. Make sure that important documents relating to his/her employment are in the file as follows:

- Document which shows correct date of birth
- Letter of appointment showing the exact date of first employment
- Letter of employment in Operational Service or Subordinate Service if the retiring employee was not formally employed on pensionable terms
- Letter of appointment / Letter of commencement of pensionable terms
- Letter of confirmation
- Various letters of promotion
- Letter of most recent promotion
- Letter of retirement approval
- Two passport size photographs of the retiring person
- Retiring Award Form with the name and signature of the appropriate office officer and the office stamp

All files should be sent to the Ministry of Finance three months before retirement

Required from the retiring employee

- Give notice of retirement six months before retirement date
- Ensure that his/her employer collects all his/her files from his/her various former offices of employment
- Ensure that his/her file contains important documents relating to his/her employment
- Provide two passport size photographs to his/her most recent employer

When a pension recipient dies

What the administrator of the deceased's estate should prepare

- Notify the death to the employer of the deceased immediately
- Obtain an original death certificate from the Administrator General
- Copy of the minutes of the family meeting
- Original certificate stating he/she is the administrator of the deceased's estate
- Copy of certificate of marriage of the deceased if he/she was married, or affidavit
- Original affidavit of the bereaved spouse if the deceased was married with picture of the bereaved spouse stamped by the court
- Copies of birth certificates of children and two pictures of each, or original affidavit if they do not have birth certificates. This applies to children who were under 18 years old at the time of the death of the parent if the deceased died before before June 1999 or 21 years old if he or she died after June 1999

All files after completion should be brought to the Ministry of Finance early

Beneficiaries of survivors pension

- Bereaved spouse of deceased person
- Children of the deceased who are under 18 years old or 21 years at the time of death as explained above
- Parents of the deceased who are very old and were dependant on the deceased for their living

Required from the survivor so that he/she can be paid

- Provide to the office of the deceased a copy of the marriage certificate

- Provide to the office of the deceased a certificate which states that she is the wife of the deceased and lived with him at the time he died. Also original certificate that she has not been married again and she does not live with a man as man and wife
- Provide two passport size photographs which have been stamped by the court

All applicants are advised to keep copies of all relevant documents You may also wish to visit the websites of:

- [Parastatal Pension Fund](#) (PPF)
- [Public Service Pension Fund](#) (PSPF)