

Instructions for Completing Form WP1002: Nominating a Beneficiary for a Member's Benefits of a Pension Fund Administred by Pensions Administration

1. The Contributing Member must complete this form.
2. A member may nominate any person to receive part of the pension benefits (For Gratuity Payments only), which might accrue to him/her by completion of the form.
3. This application form requires at least the following attachments:
 - A certified copy of an ID (preferably barcoded) or passport of the Member (certified within the last six (6) months).
 - A certified copy of a barcoded ID, passport or Birth Certificate of each of the nominees (Certified within the last six (6) months).
 - If an institution is nominated, proof of registration of the entity needs to be provided.
4. Any person or entity can be nominated as the beneficiary for the member's pension benefits.
5. The percentage of the benefit amount must be allocated to each beneficiary and the total allocation must add up to 100%.
6. No optional combinations (groupings) of nominees can be defined.
7. Provision is made for the particulars of six beneficiaries. Should there be more than six, complete and attach a separate form with each form clearly numbered at the top of the page. For example, "Form 1 of 2".
8. Where an ESTATE is applicable, the details must be provided.