

February 2016

## **CIRCULAR TO THE INDUSTRY**

### **RE: PRO-RATA APPLICATION PROCESS FOR DECEASED EMPLOYEES**

#### **Please Take Note of the Following Important Changes**

As of 01 March 2016 no documentation related to an Employee's Estate Claim, in terms of Clause 43.6 (c) of the Main Collective Agreement, will be accepted at any Council office via walk in clients, faxes or emails.

All claims from the deceased member's family must be submitted to the employer, the employer must then send complete documentation to the following e-mail address at Council Offices [estateclaims@nbcrlfi.co.za](mailto:estateclaims@nbcrlfi.co.za)

#### **DOCUMENTATION REQUIRED TO PROCESS A DEATH CLAIM**

1. Completed and signed Pro Rata application form (Annexure A.5) with a valid company stamp.
2. Certified copy of the employee's death certificate. The certified copy should not be older than 3 months.
3. Certified copy of the deceased employee's identity document or a certified copy of the deceased's employee's valid Passport if he/she is a foreign national. The certified copy should not be older than 3 months.
4. Certified copy of the Letter of Authority from the Magistrate's Court. The certified copy should not be older than 3 months.
5. Certified copy of the identity document of the person appointed by the Magistrate's Court as executor. The certified copy should not be older than 3 months.
6. Certified copy of a marriage certificate if the appointed executor was the spouse of the deceased employee, if the executor is not the spouse of the deceased employee, an affidavit is required from the person appointed confirming his/her relationship to the deceased. The certified copy or affidavit should not be older than 3 months.
7. If an appointed executor was married to the deceased employee in a traditional ceremony, an affidavit together with a certified copy of an identity document is required from the deceased's family member to confirm the relationship of the

executor to the deceased estate. The affidavit and certified copy should not be older than 3 months.

8. Recent six (6) months bank statement with a bank stamp of the executor appointed by the Magistrate. The bank statements should be no older than 3 months.

Should an attorney be appointed to administer an Estate, the following documents are required:

1. Per above bullet points 1 to 4 is applicable;
2. Letter from Law firm on its letterhead (clearly indicating both physical and postal addresses ) confirming attorney's appointment; and
3. Employee estate account statement of the deceased. The bank statements should be no older than 3 months.

Should you require any further clarity on this process please send an email to [estateclaims@nbcfrfi.co.za](mailto:estateclaims@nbcfrfi.co.za) for assistance.

Your compliance with the above procedure is appreciated as it will ensure the smooth processing of applications and payments.

Yours faithfully

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National Secretary

***(This document has been sent electronically and is therefore not signed)***