

Instructions for filling-up Application form:

- The application should be filled and forwarded to National Insurance Trust Fund within 06 months from the date of death.
- When copies of documents are sent they should be certified by the Head of the Institution or by Gramasewa Niladhari.
- Claiming process

When Last will is not produced

If Married

- Husband/ Wife and unmarried, unoccupied children under 21 years
- Deceased insured's spouse is also deceased or divorced, deceased insured's unmarried unoccupied children under 21 years

If Unmarried

- For Mother/Father of Insured person (Depended from insured)

When Last will is produced

- In terms of the Circular No. 12/2005, compensation in respect of deceased insured is paid only for the dependants of the deceased.

Documents to be forwarded with the application

A) Deceased Insured's

- Certified Photostat of birth certificate
- Certified Photostat of NIC
- Certified Photostat of Death certificate
- Salary particulars certified by the Head of the Institution, of the month immediately preceding the death.
- A certificate issued by the Accountant certifying the continuous payment of all the installments due on the policy. (the particulars of the cheque have to be provided accurately for computer checking).
- Details of the place of work where the deceased insured worked, certified by the Head of the Institution.

If insured is married at preceding the death, apart from documents in section (A) following documents should also be forwarded together with the duly perfected Application:

- For Spouse – Photostat of Marriage Certificate.
- Applicant's (Spouse) certified Photostat of birth certificate.
- Certified Photostats of Birth Certificates of children.
- If insured has no children- A certified document is required from Gramasewa Niladhari
- Photostat of the applicant's bank account.
- The photocopies of the childrens' savings Accounts with the National Savings Bank (NSB), of children under 18 years of age (NSB childrens' accounts shall not be the accounts opened with the post office branches)
- Photocopies of any other bank account of the applicant and of children between 18-21 years of age. (accounts shall not be joint accounts)
- Certified Photostat of Applicant's NIC
- If deceased insured's spouse is also deceased, certified Photostat of his/her death certificate.
- If deceased insured's spouse is legally divorced when preceding the death, certified copy of the court order.
- If only there's change of names of Insured/ Applicant/ Children in the documents, submit a affidavit signed on a Rs.25 stamp.

If insured is unmarried at preceding the death, apart from documents in section(A) following documents should be forwarded together with the duly perfected Application:

- Certificate issued by the Head of the Institution confirming the unmarried status.
- A Photostats of birth certificate of deceased insured's Mother/Father.
- A Photostats of NIC of deceased insured's Mother/Father.
- If deceased insured's one of the parents is not alive, certified Photostat of his/ her death certificate.
- Photostats of the deceased insured's parents bank accounts (accounts shall not be joint accounts.)

Please submit the following documents attached to the application :-

- Certified copy of the police 'B' report (the report by which the Police submitted facts to the Court).
- Certified copy of the detailed report of the coroner, with evidence.
- Certified copy of the post-mortem report (with information specified in Health General – 42)
- Certified photocopy of the driving license of the deceased insured.(Only if the deceased insured was the driver)

Please note that by providing all required documents at once with the duly perfected entitlement application, speedy benefits could be obtained under the Agrahara Benefit Re-imburement Scheme.