

SECTION III: EMPLOYMENT RECORD

List all your employers starting with the **MOST** current Company (full name of organisation)

Number	Company Name	Department/ Section	Period of employment				Staff ID Number
			From		To		
			Month	Year	Month	Year	
1							
2							
3							
4							
5							
6							

Continue on a plain piece of paper if necessary

Email address of last employer (for members who have been out of employment for less than one year)

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SECTION IV: FOR CLAIMANTS OF SURVIVORS BENEFITS ONLY

Beneficiary Surname

Beneficiary other Names:.....

Nationality:

National Identification Number / Alien Identification Number:

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Current Residential Address:

Beneficiary Place of Birth: Village.....County.....District.....

Postal Address:

Contact Tel. Number:Email:.....

Beneficiary's Date of Birth :.....Gender: Female Male

Beneficiary's Marital Status :.....

Beneficiary's Father's Full Names :.....

Beneficiary's Mother's Full Names :.....

Relationship with the Deceased :.....

Deceased Date of Death :.....

SECTION V: ELECTRONIC FUNDS TRANSFER

BANK MOBILE MONEY

A. ELECTRONIC FUNDS TRANSFER

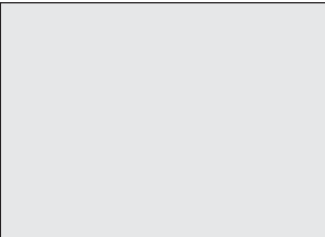
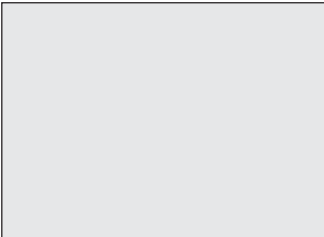
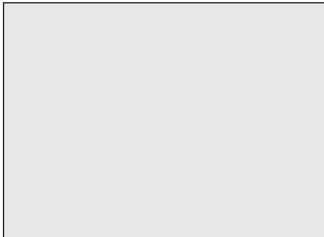
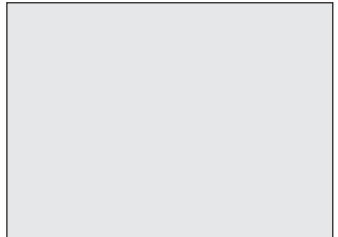
NSSF NUMBER:	
FULL ACCOUNT HOLDER' NAMES	
BANK NAME	
BANK ACCOUNT NUMBER	
CURRENCY (EURO, GBP, KES,UGX,USD, TZS)	
TELEPHONE CONTACT	
BANK BRANCH	
BENEFICIARY BANK ADDRESS	
CITY	
SWIFT CODE, SORT CODE AND IBAN No (FOR EURO FOREIGN ACCOUNTS)	
ROUTING NO (USA)	

CLAIMANTS WITH FOREIGN ACCOUNTS:

I consent that NSSF pays me in foreign currency based on the prevailing spot exchange rate its bank will offer:

B. MOBILE MONEY (For Benefits up to a maximum of Uganda Shillings 4,500,000)

NSSF NUMBER:	
MOBILE PHONE REGISTERED NAMES: (Must be registered under beneficiaries names)	
MOBILE NUMBER	

LEFTHAND THUMBPRINT	LEFTHAND POINTER	RIGHT HAND THUMBPRINT	RIGHT HAND POINTER
			

(To be signed in the presence of an NSSF Officer)

Claimant's Signature: Date (DD/MM/YYYY): Time (12 hour format):

SECTION VI: DECLARATION BY NSSF STAFF

I (Name)..... (Title).....hereby confirm that the thumb-prints and photograph attached belong to the claimant and has been identified as per documentation provided.

Signature Date.....

TERMS AND CONDITIONS FOR MODE OF PAYMENT (FOR MOBILE MONEY PAYMENTS)

By adopting this particular mode of Payment stipulated in Section V the client agrees to the following;

1. The client acknowledges that this service is voluntarily undertaken by the client. That the information provided is correct and NSSF shall not be responsible for any loss that is occasioned as a result of wrong information provided and acted on
2. That NSSF shall take reasonable steps to verify authenticity of the Mobile Numbers but NSSF shall not be liable for acting on a wrong and/or forged number provided to it
3. The client shall properly manage his/her PIN, passwords, pass codes and NSSF shall not be liable for any loss that is occasioned as a result of mismanagement of PINs, passwords, pass codes
4. NSSF reserves the right to alter the terms and conditions herein and the client hereby agrees to be bound by such changes for as long as they are communicated to the clients
5. The client acknowledges that the services herein may be provided by a third party and NSSF is not responsible for the charges levied by, omission or commission of the third parties
6. That NSSF shall provide the service during working hours and any authorisation or cancellation shall be made during these hours and NSSF shall not be responsible for completion or non-completion of the authorisation made after the working hours or made after the completion of a transaction
7. Working hours referred to in (6) above shall refer to any time from 8:00am to 5:00pm, Monday to Friday excluding public holidays.

Signed in acceptance of the terms and conditions:

Signature: Date (DD/MM/YYYY): Time (12 hour format):

CUSTOMER NAME:

NSSF NUMBER: **CONTACT:**

MEMBER DECLARATION FOR LACK OF NATIONAL ID AS A FORM OF IDENTIFICATION

I declare that I do not have a National Identity Card as a form of identification to process my NSSF Benefit because _____

ID SUBMITTED IN PLACE OF NATIONAL ID

ID TYPE _____

ID NO. _____

Customer's signature: Date:

CONSENT TO BE PAID ONLY MY 5% EMPLOYEE CONTRIBUTIONS

I consent that NSSF pays me the total of my 5% employee contributions since I have not yet begun my fourth financial year of saving with NSSF. I have been made aware that the 10% employer contributions are non-refundable.

Customer's signature: Date:

CONSENT FOR NIRA VERIFICATION

I consent that NSSF views my NIRA details as per my unique identification number.

Customer's signature: Date:

CONSENT TO BE PAID 2.5% INTEREST

I consent that NSSF applies the 2.5% interest rate for the Financial Year because I have opted to claim my benefit before the official declaration of the annual interest rate by the Minister.

Customer's signature: Date:

LEFT THUMBPRINT

RIGHT THUMBPRINT

To Be Signed by NSSF Officer:

I confirm that the member has been identified and confirmed as per NIRA details.

Name: Signature:

BENEFITS REQUIREMENTS PER CLAIM TYPE

AGE BENEFIT AT 55 YEARS

1. 1 Current passport size photograph.
2. Copy of National ID. A Driving Permit/Passport/Financial Card/Employer ID can be submitted in the absence of a National ID.
3. Proof of Bank Account details e.g. Bank slip or one page of a Bank Statement for any of the last three months, or confirmation letter from the bank.
4. Alien registration card or work permit for non-Ugandans

WITHDRAW BENEFIT AT 50 YEARS

1. 1 Current passport size photograph.
2. Copy of National ID. A Driving Permit/Passport/Financial Card can be submitted in the absence of a National ID.
3. Proof of Bank Account details e.g. Bank slip or one page of a Bank Statement for any of the last three months, or confirmation letter from the bank.
4. Disengagement letter e.g. Termination letter OR End of Contract letter OR Introduction letter from last employer.
5. Alien registration card **OR** Work permit for Non Ugandans.

WITHDRAWAL BENEFIT (FOLLOWING EXEMPTED EMPLOYMENT)

1. 1 Current passport size photograph.
2. Copy of valid Personal Identification e.g. National Identity Card or Employer Identity Card.
3. Proof of Bank Account details e.g. Bank slip or one page of a Bank Statement for any of the last three months, or confirmation letter from the bank.
4. Disengagement Letter E.G. Termination Letter or End of Contract Letter or Introduction Letter from Last Employer or Acceptance of Resignation.
5. Certified copy of appointment letter. United Nations staff should provide a letter of attestation instead.
6. Warrant card for police officers **OR** Movement order for the Army **OR** Introduction Letter from the Parliamentary Commission for Parliament Staff **OR** pension card for pensioners.
7. Pay slips for any of the last 3 months. However, public servants must provide pay slips for the last 6 months.
8. Alien registration card **OR** Work permit for Non-Ugandans.

EMIGRATION GRANT

1. 1 Current passport size photograph.
2. Copy of valid Personal Identification e.g. National Identity Card / Driving Permit/ Passport/ Financial Card
3. Alien registration card **OR** Work permit for Non Ugandans
4. Proof of Bank Account details e.g. Bank slip or one page of a Bank Statement for any of the last three months, or confirmation letter from the bank. The bank account must be held in the country where the claimant relocated.
5. Disengagement letter e.g. Termination letter OR End of Contract letter OR Introduction letter from last employer.
6. Evidence of permanent residence status or citizenship e.g. Passport or National ID, Green Card for US immigrants, indefinite leave to Stay Status for UK, Permanent residence card, settlement cards.
7. Evidence of Exit from Uganda e.g. Exit stamp from Uganda and/or Entry stamp to destination country
8. Cancelled **OR** Expired work permit **OR** clearance from Immigration Department in case of absence of work permit
9. **Refugees:** Introduction letter from Office of the Prime Minister **OR** Letter from International Organisation for Migration **AND** Repatriation card from UNHCR
10. Marriage certificate and spouse visa or dependant's pass where applicable.
11. Introduction Letter from the embassy for Ugandans permanently relocating or Affidavit from the American Embassy in Uganda
12. Notarized Passport or notarized permanent residence card if claiming online

INVALIDITY BENEFIT

1. 2 Current passport size photographs
2. Copy of National ID. A valid Driving Permit/Passport/Financial Card can be submitted in the absence of a National ID.
3. Proof of Bank Account details e.g. Bank slip or one page of a Bank Statement for any of the last three months, or confirmation letter from the bank.
4. Disengagement letter e.g. Termination letter OR End of Contract letter OR Introduction letter from last employer.
5. Doctors Recommendation Letter (The client may be required to see the Fund Doctor)
6. Certified High court order appointing Manager for Estate for Persons of Unsound mind
7. Alien registration card **OR** Work permit for Non-Ugandans

SURVIVOR BENEFIT

1. 1 Current passport size photograph of the claimant.
2. Copy of National ID. A valid Driving Permit/Passport/Financial Card/Employer ID can be submitted in the absence of a National ID.
3. Proof of Bank Account details e.g. Bank slip or one page of a Bank Statement for any of the last three months, or confirmation letter from the bank.
4. Certified copy of the deceased member's Death Certificate from National Identification and Registration Authority (NIRA).
5. Introduction letter from the last employer of the deceased member **OR** Introduction letter from the LC.
6. Baptism Certificates for Children and Marriage Certificate or customary marriage letter for spouse, for claimants who had not been updated by the deceased member and for new registrations.
7. Map or directions to the Ancestral home/ burial site.
8. Certified copies of petition to the letters of Administration and the Letters of Administration **OR** certified copies of the Will of Deceased and Grant of probate - for benefits claims of UGX 5M and above.
9. News Paper Gazette for benefits claims of UGX 5M and above.
10. Certificate of No Objection to the claimant for obtaining letters of administration for claims with an estate value above UGX 50M.
11. Alien registration card **OR** Work permit of the deceased for Non Ugandans.

WHEN SUBMITTING YOUR CLAIM PHYSICALLY, PLEASE PRESENT YOUR ORIGINAL DOCUMENTS FOR COMPARISON WITH THE COPIES.

YOU CAN SUBMIT YOUR CLAIM USING THE NSSF GO APP OR OUR EMAIL ADDRESS: customerservice@nssfug.org

FOR MORE INFORMATION, CALL TOLL-FREE 0800286773, WHATSAPP 0784259713, OR LIVE CHAT www.nssfug.org