



Income Tax Ref. No.12/1/12/187 Registration No 25/7/7/107

## Requirement in respect of Suspended Pensioners of the Retirement Fund for Local Authorities and Utility Services in Namibia (RFLAUN)

### 1. Pensioners

- a) CERTIFICATE OF EXISTENCE IN RESPECT OF PENSIONERS form
- b) VERIFICATION OF BANKING DETAILS form

### 2. Spouses of Deceased Pensioners who receive Pension

- a) CERTIFICATE OF EXISTENCE IN RESPECT OF PENSIONERS form
- b) VERIFICATION OF BANKING DETAILS form

### 3. Children Below the Age of 18

- a) CERTIFICATE OF EXISTENCE IN RESPECT OF PENSIONERS form
- b) VERIFICATION OF BANKING DETAILS form [ to be completed by existing guardian]

### 4. Children Above the Age of 18 but not Older than 25 Years

- a) Student DECLARATION IN RESPECT OF FULL TIME STUDENTS form must be completed [Complete the student declaration form for each year of study]
- b) VERIFICATION OF BANKING DETAILS form [ to be completed by exiting guardian]
- c) If no guardian the child must make a declaration with commissioner of oaths/police and also complete VERIFICATION OF BANKING DETAILS form of own bank details.
- d) If the child is above the age of 21 the child must complete the VERIFICATION OF BANKING DETAILS form of own bank details.

### 5. In case of a deceased Pensioner but the Spouse and Children pension is not claimed

- a) Certified copy of the deceased Pensioner identification document (ID)
- b) Certified copy of Spouses identity document (ID)
- c) Spouse to complete the VERIFICATION OF BANKING DETAILS form
- d) Certified Full Birth Certificates of all children and children over the age of 18 must provide identification documents (ID)
- e) Guardians to children under the age of 21 must declare guardianship at the commissioner of oaths/police.
- f) Guardian of children under the age of 21 must complete the VERIFICATION OF BANKING DETAILS form
- g) Guardians must provide identification documents (ID)
- h) Children between the ages of 18 to 25 must also meet the requirement of 4(a), (b), (c) and (d) where applicable.