



PENSIONS DEPARTMENT

INSTRUCTION HOW TO COMPLETE DECLARATION FORM

1. **Part I** of the attached form must be completed by the widower/widow personally stating his/her full names as it appears on the Identity Card *and* should append his/her signature
2. **Parts II (a) and (b)** of the form should be certified by the Chief and Assistant County Commissioner of his/her Location respectively.
3. **Part III** of the form should be attested by a Judge, a Magistrate or a Commissioner for Oaths personally.
4. **Part IV** of the form should not be completed in case the spouses are in possession of a Marriage certificate who's both the original and copy must be submitted to this Department for certification and return.
5. If however, the spouses were married under tribal customary Laws, he/she should request one of his/her parent and of the parents of his/her late husband/wife or a close blood relative from each side in case none of the parents are not alive to complete **Part IV (a) and (b)** as declarants and append their signatures before either a Magistrate or a Commissioner for Oaths.
6. The original form of the Declaration should be returned to this office duly completed as instructed above with the following documents:-
 - i. A copy of the widower/widow Identity Card which must be **certified as a true copy of the original by the area Chief.**
 - ii. **Original and copy** of birth certificates in respect of the deceased's children who were below the age of 17 years on the date of the death of the father or mother or above that age but are still undergoing full time education to which case a letter from the school/institution must be attached.
 - iii. The **original and Copy** of the deceased's death certificate
 - iv. An Original official headed letter from your area chief confirming legal dependants of the deceased and their relationship.
 - v. A clear copy of **Bank Plate** or a copy of **ATM**



PENSIONS DEPARTMENT

DECLARATION FORM
(THIS FORM IS ISSUED FREE AND IS NOT FOR SALE)

CLAIMANT'S ADDRESS

Name.....

P.O. Box.....

.....

Mobile No.

Pension File No.....

To: The Pensions Secretary/ Director,
National Treasury,
Pensions Department,
P.O. Box 20191- 00200,
NAIROBI.

PART I-DECLARATION BY THE WIDOWER/WIDOW

I.....do solemnly and sincerely declare that I was born on
.....and that my Identity card No. is.....issued
at..... and married the late
Mr/Mrs.....on.....and remained his legal
husband/wife until the date of his death and have not since married.

- (a) At the time of the death of my husband I was not cohabiting with any person and
- (b) Since the date of his death I have neither remarried nor cohabited with any person.
- (c) At the date of his death, we were (.....)wives/I was the only wife who survived him. (Indicate number of wives)

I make this solemn declaration conscientiously believing the same to be true and virtue of oaths and statutory Declaration.

(Signature of Declarant)

Date.....

THUMBPRINT.....

PART II-CERTIFICATION

This part should be completed by a magistrate or commissioner for oaths.
hereby certify that we know the declarant who is husband/ wife of the late

Mr./Mrs..... and believe his/her statement to be true.

- (a) Signature of Home Area chief.....
Full name of chief
Address.....
- (b) Signature of the Area Assistant County Commissioner.....
Full name of Assistant County Commissioner.....
Address

PART III-ATTESTATION

The above declaration has this day been declared and subscribed before me by the above named

Mrs.

I certify that I have examined the said declarant and also

- (a) The chief, Mr.
- (b) The Assistant County Commissioner, Mr.

I am satisfied that the above declaration and certificate are authentic and entitled to full credit.

SIGNATURE OF ATTESTOR
(MAGISTRATE OR COMMISSIONER FOR OATHS)

Full Name of Attestor
Address.....


Dated this..... Day of.....20.....

PART IV -DECLARATION BY PARENTS OR CLOSE BLOOD RELATIVES OF THE WIDOW AND HER LATE HUSBAND

(a)FATHER/MOTHER/UNCLE/AUNT/BROTHER/SISTER/COUSIN OF WIDOW

I.....do solemnly and sincerely declare that my
daughter/niece/sister/cousin.....was married to
Mr..... in accordance with
(Specify ethnicity) customary law on and also lived
with him/her until the date of his/her death onday of..... 20

Signature of Declarant

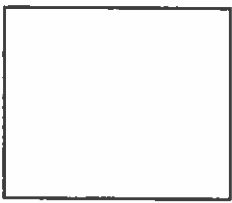
Thumb Print..... 

(b) FATHER/MOTHER/UNCLE/AUNT/BROTHER/SISTER/COUSIN OF HUSBAND.

I.....of P.O. Box.....
do solemnly and sincerely declare that my son /nephew/brother/cousin Mr.
.....was married to
Mrs.....in accordance (specify) tribal
Customary law onday of.....20.....

I make this declaration conscientiously believing the same to be true and in accordance to the oaths
and statutory declaration act.

Signature of Declarant.....

Thumb Print 

Declared before me thisday of.....20.....

(MAGISTRATE OR COMMISSIONER FOR OATHS)

BANK PARTICULARS FORM

Name.....

Address.....

.....

Mobile Tel. No.....

Date.....20.....

The Pensions Secretary/ Director,
National Treasury,
Pensions Department,
P.O. Box 20191 – 00200,
NAIROBI.

Dear Sir,

PAYMENT OF MONTHLY PENSION

I.....whose my late husband's/wife's pension file is No. _____
APN/ PCwould like my monthly pension to be paid to my Bank account whose
details are listed below:-

Name of Bank.....

Account No..... (Joint Account Not Acceptable)

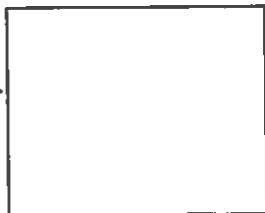
Branch.....

Town.....

Yours faithfully,

Signature.....

Thumb print.....



Pension file No.....

(PLEASE ATTACH A COPY OF YOUR BANK PLATE OR ATM CARD)