



I. PAY

SALARIES PAYMENT

- Stamped application addressed to the Minister/MINEPAT
- Certified copy of the Recruitment instrument (absorption decree, contract or hiring order)
- Attestation of assumption of service in MINEPAT
- Attestation of active service
- Two (02) 'ANTILOPPE' forms
- Two (02) individual records

NON-ACCOMODATION ALLOWANCE

- Stamped application addressed to the Minister/MINEPAT
- Certified copy of the Recruitment instrument (absorption decree or contract)
- A certificate of non-accommodation signed by the Regional Delegate of MINDCAF, the MINDCAF Regional Chief of Service, the Director or the Sub-Director of Architecture of MINDCAF.
- Attestation of active service
- Latest payslip

FINANCIAL COVERAGE OF PROMOTIONS

- Application for financial effects addressed to the Minister/MINEPAT
- Certified copy of increment/reclassification instrument
- Attestation of active service

DUTY ALLOWANCE

- Stamped application addressed to the Minister/MINEPAT
- Appointment instrument
- Certificate of assumption of office (after appointment)
- Attestation of active service

FAMILY ALLOWANCE

- Stamped application addressed to the Minister/MINEPAT
- Certified copy of the Recruitment instrument (absorption decree, contract or hiring order)
- Recent payslip
- Order of the S.D.O granting family allowances
- Complete file submitted to the S.D.O's office (Attestation of non-perception at the CNPS, attestation of non-employment of the spouse, individual or collective life certificate of the children, certified copies of the birth certificates of the children to be cared for, copy of the marriage certificate or the marriage certificates of the spouse if he is a polygamist)

- Attestation of active service

MARITAL STATUS CHANGE

- Application addressed to the Minister/MINEPAT
- Copy of marriage certificate
- Attestation of active service

II. PENSION

A. For civil servants

CIVIL SERVANT NORMAL RETIREMENT

- Stamped application addressed to the Minister/MINEPAT
- Copy of marriage certificate
- Copies of birth certificates of all minor children
- Collective life certificate for minor children
- Certificate of schooling for children aged 6 to 20
- Statement of an address for service signed by a competent authority
- Certificate of individuality (if applicable)
- Absorption, Reclassification, Increment in grade, Last instrument of increment
- Order of lay-off and order of end of lay-off (if applicable)

Limitation periods: 4 years from the date of retirement.

EARLY RETIREMENT

- Stamped application addressed to the Minister/MINEPAT
- End-of-service certificate
- Copy of marriage certificate
- Copies of birth certificates of all minor children
- Collective life certificate for minor children
- Certificate of schooling for children aged 6 to 20
- Statement of an address for service signed by a competent authority
- Certificate of individuality (if applicable)
- Absorption, Reclassification, Increment in grade, Last instrument of increment

SURVIVORS PENSION

1. Civil servant died in active service

- Stamped application addressed to the Minister/MINEPAT
- Certified copy of death certificate
- Copy of marriage certificate
- Certificate of monogamy or polygamy specifying the names and number of the widows
- Certificate of non legal separation and non-divorce
- Certificate of non-remarriage and non open cohabitation
- Certificate of non-remuneration or the spouse's recent payslip
- Certified statement of an address for service

- Copies of the birth certificates of under-age or disabled full-grown children
- Collective life certificate for minor children
- School attendance certificate for children under 21 except for those physically impaired
- Certificate of individuality (if applicable)
- Certificate of inheritance
- Affidavit of no appeal
- Absorption, Reclassification, Increment in grade, Last instrument of increment

Limitation periods: 4 years from the date of death of the deceased.

2. Civil servants died on retirement

- Stamped application addressed to the Minister/MINEPAT
- Certified copy of death certificate
- Copy of marriage certificate
- Certificate of monogamy or polygamy specifying the names and number of the widows
- Certificate of non legal separation and non-divorce
- Certificate of non-remarriage and non open cohabitation
- Certificate of non-remuneration or the spouse's recent payslip
- Certified statement of an address for service
- Copies of the birth certificates of under-age or disabled full-grown children
- Collective life certificate for minor children
- School attendance certificate for children under 21 except for those physically impaired
- Certificate of individuality (if applicable)
- Certificate of inheritance
- Affidavit of no appeal
- Retirement order and civilian pensioner's slip

Limitation periods: 4 years from the date of death of the deceased.

DEATH BENEFIT

- Application unstamped, addressed to the Minister/MINEPAT
- Copy of death certificate
- Copy of marriage certificate
- Certificate of monogamy or polygamy specifying the names and number of the widows
- Legal separation or non-divorce certificate
- Certificate of non-remarriage and non open cohabitation
- Certificate of non-remuneration or recent payslip of the spouse
- Statement of an address for service certified by a competent authority
- Copies of the birth certificates of under-age and physically impaired full-grown children
- Collective life certificate for the said children
- School attendance certificates for those of them under 21 except those who are physically impaired
- Certificate of individuality (if applicable)

- Certificate of inheritance
- Affidavit of no appeal
- Absorption, Reclassification, Increment in grade, Last instrument of increment.

Foreclosure deadlines: 4 years from the date of death of the deceased.

FIVEFOLD DEATH BENEFIT

- Application unstamped, addressed to the Minister/MINEPAT
- Copy of death certificate
- Copy of marriage certificate
- Certificate of monogamy or polygamy specifying the names and number of the widows
- Legal separation or non-divorce certificate
- Certificate of non-remarriage and non open cohabitation
- Certificate of non-remuneration or recent payslip of the spouse
- Statement of an address for service certified by a competent authority
- Copies of the birth certificates of under-age and physically impaired full-grown children
- Collective life certificate for the said children
- School attendance certificates for those of them under 21 except those who are physically impaired
- Certificate of individuality (if applicable)
- Certificate of inheritance
- Affidavit of no appeal
- Absorption, Reclassification, Increment in grade, Last instrument of increment
- Certified accident report
- Certificate of the type of death issued by a Public Administration physician
- Detailed report from the immediate boss
- Mission order of the deceased

Foreclosure deadlines: 4 years from the date of death of the deceased.

FOR PENSION CUMULATION (Father and mother deceased)

- Copy of spouse's death certificate
- Order allocating the pension to beneficiaries
- Pensioner's (widow or widower) slip
- Copy (ies) of birth certificates of minor children
- School attendance certificate(s) of minor children

FOR THE GUARDIAN OF MINOR ORPHANS

- Copy of National Identity Card or of birth certificate
- Certificate of residence
- Custody and Care Certificate for Minor Children
- Certificate of inheritance or guardianship
- Affidavit of no appeal

DISABILITY PENSION

- Application unstamped, addressed to the Minister/MINEPAT
- Medical record
- Last increment

B. For State employees governed by the Labour Code

SUPERANNUATION

- Application unstamped, addressed to the Minister/MINEPAT
- Hiring instrument (Decision, Contract and/or the Addenda)
- Copy of birth certificate
- The last three (3) increment instruments preceding retirement
- Individual life certificate
- Certificate of residence
- Copy of marriage certificate
- Copies of children's birth certificate
- Children's school attendance certificate
- Children's collective life certificate

Limitation periods: 5 years from the date of retirement.

SURVIVORS PENSION

1. State employees under the Labour Code died in retirement

- Stamped application addressed to the Minister/MINEPAT
- Copy of spouse's death certificate
- Copy(ies) of marriage certificate (s)
- Certificate of non legal separation and non-divorce
- Certificate of non-remarriage and non open cohabitation
- Certificate (s) of residence
- Certificate (s) of non-remuneration or recent payslip (s) of the widows or the widower
- Certificate of individuality (if applicable)
- Copy of birth certificate, school attendance and collective life certificates for children still minors at the death of the parent
- Certificate of monogamy or polygamy specifying the names and number of the widows
- Order conferring retirement rights on the deceased
- Pay slip or civilian pensioners' booklets and family allowances
- Certificate of inheritance
- Affidavit of no appeal

Limitation periods: 5 years from the date of death of the deceased.

2. State Agents under the Labour Code died

- Application unstamped, addressed to the Minister/MINEPAT
- Legalised copy of death certificate
- Hiring instrument (Decision, Contract and/or the Addenda)
- Three (3) last increment instrument preceding death
- Certificate of residence

- Certificate of monogamy or polygamy specifying the names and number of the widows
- Copy of marriage certificate
- Certificate of non legal separation and non-divorce
- Certificate of non-remarriage and non cohabitation
- Certificate of non-remuneration or widow or widower's recent payslip
- Certificate of individuality (if applicable)
- Copies of birth certificate for children under 21
- School attendance certificates of minor children
- Collective life certificate for minor children
- Certificate of inheritance
- Legalised affidavit of no appeal

Limitation periods: 5 years from the date of death of the deceased.

OLD-AGE ALLOWANCE

NB: Documents required for the old-age allowance are the same as those required for the survivor's pension.

Limitation periods: 5 years from the date of death of the deceased.

SURVIVORS ALLOWANCE

NB: Documents required for the survivor's allowance are the same as those required for the survivor's pension.

Foreclosure deadlines: 5 years from the date of death of the deceased.

DEATH COMPENSATION

- Application unstamped, addressed to the Minister/MINEPAT
- Legalised copy of death certificate
- Hiring instrument (Decision, Contract and/or the Addenda)
- Three (3) last increment instrument preceding death
- Certificate of residence
- Certificate of monogamy or polygamy specifying the names and number of the widows
- Copy of marriage certificate
- Certificate of non legal separation and non-divorce
- Certificate of non-remarriage and non cohabitation
- Certificate of non-remuneration or widow or widower's recent payslip
- Certificate of individuality (if applicable)
- Copies of birth certificate for children under 21
- School attendance certificates of minor children
- Collective life certificate for minor children
- Certificate of inheritance
- Legalised affidavit of no appeal

Foreclosure deadlines: 5 years from the date of death of the deceased.

FOR PENSION CUMULATION (Father and mother deceased)

- Copy of spouse's death certificate
- Order allocating the pension to beneficiaries
- Pensioner's (widow or widower) slip
- Copy (ies) of birth certificates of minor children
- School attendance certificate(s) of minor children

FOR THE GUARDIAN OF MINOR ORPHANS

- Copy of National Identity Card or of birth certificate
- Certificate of residence
- Custody and Care Certificate for Minor Children
- Certificate of inheritance or guardianship
- Affidavit of no appeal

DISABILITY PENSION

- Application unstamped, addressed to the Minister/MINEPAT
- Medical record
- Last increment

NB: Documents requiring authentication shall be signed by a competent civil authority.