

INSTRUCTIONS:HOW TO COMPLETE THE DECLARATION FORM

- (1) Part I of the attached form of declaration must be completed by the widow personally: stating her name in full as it appears on the identity card.
- (2) Parts II (a) and II (b) of the form should be certified by the chief and the District Officer, respectively, of her location.
- (3) The attestation: part III of the form should be attested by either, a commissioner for oaths or a magistrate personally.
- (4) In case the widow is in possession of marriage certificate, the original certificate should be submitted here for verification and return, and part IV of the form need not be completed.
- (5) If however, the widow was married to the deceased under tribal customary laws, she should request one of her parents and one of the parents of her late husband or close blood relatives in case none of the parents are alive to complete parts IV (a) and (b) of the form on her behalf before either a commissioner for oaths or a magistrate personally.
- (6) The original form of declaration should be returned to this office duly completed as instructed above, together with the following documents:-
 - (i) A photocopy of the widow's identity card certified by the chief of her location as a true copy of the original.
 - (ii) Original birth certificates in respect of the deceased's children who were below the age of 16/21 years on _____or above that age but still undergoing full time education to which case ,a letter from the headmaster to that effect must be attached and
 - (iii) The deceased officer's original death certificate.
 - (iv) An original signed and stamped letter from your area chief detailing a list of dependants of the deceased, their relationship and age.

DIRECTOR OF PENSIONS

REPUBLIC OF KENYA
DECLARATION FORM
(ORIGINAL ONLY TO BE RENDERED)

(Claimant Address)

NAME _____

P. O. BOX _____

Email : _____

Tel No: _____

PENSION FILE NO _____

TO THE DIRECTOR OF PENSIONS
THE NATIONAL TREASURY
PENSIONS DEPARTMENT
P.O BOX. 20191 - 00200
NAIROBI.

PART I-DECLARATION BY THE 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. _____ on _____

and remained his legal wife until the date of his death and have not since married.

(a) At the time of 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) The deceased was married to _____ wives (Indicate number of wives)/I was
the only wife

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

(SIGNATURE OF DECLARANT)

Date _____

PART II-CERTIFICATION

We hereby certify that we know the declarant who is wife of the late

Mr. _____ and believe her statement to be true.

(a)Signature of the chief _____

Full name of chief _____

Address _____

(b)Signature of the Area District Officer _____

Full name of District Officer _____

Address _____

PART III-ATTESTATION BY MAGISTRATE/COMMISIONER FOR OATHS

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/Mrs/Ms. _____

(b)The District Officer, Mr./Mrs/Ms _____

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

SIGNATURE OF ATTESTOR _____

FULL NAME OF ATTESTOR _____

ADDRESS _____

QUALIFICATION/DESIGNATION _____

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 _____ of P.O Box _____

do solemnly and sincerely declare that my daughter/niece/sister/cousin
_____ was married to _____

Mr. _____ in accordance with _____

(Specify tribe) tribal customary law on _____ and also lived
with him until the date of his death on _____ day of _____ 20 _____

SIGNATURE OF DECLARANT.

(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 on _____ day 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

DECLARED BEFORE ME THIS _____ DAY OF _____ 20 _____

(MAGISTRATE OR COMMISSIONER FOR OATHS)

NAME.....

ADDRESS.....

.....

DATE.....

EMAIL:

TEL NO:

**THE DIRECTOR OF PENSIONS,
THE NATIONAL TREASURY,
PENSIONS DEPARTMENT,
P.O.BOX 20191
NAIROBI.**

Dear Sir/Madam,

PAYMENT OF MONTHLY PENSION.

I.....whose pension file No.....would

like my monthly pension to be paid to me as from the end of the month

of.....to my bank account whose details are listed below:-

NAME OF BANK.....

ACCOUNT NO..... (JOINT ACCOUNT NOT ACCEPTABLE)

BRANCH.....

TOWN.....

Yours faithfully,

Name ID/No..... Signature.....

NB: ATTACH A COPY OF YOUR BANK CARD OR PASSBOOK IN SUPPORT OF THE ACCOUNT DETAILS PROVIDED ABOVE.