

**PUBLIC SERVICE SUPERANNUATION SCHEME
P.O. BOX 20191 – 00200
NAIROBI**

Instructions on filling the Nomination of Beneficiaries Form (PSSS.1)

General Instructions

1. The form should be filled in **CAPITAL LETTERS**
2. The form should be filled in duplicate with the employee retaining a copy
3. No alterations whatsoever
4. Anytime an employee changes his/her beneficiaries the same should be updated by filling a new form.
5. The form should be filled and submitted to Public Service Superannuation Scheme

Section A: Personal Details

1. The form should be duly completed and clear copies of the following documents attached (National ID, Birth Certificate, KRA Tax-PIN).

Section B: Beneficiaries Details

1. Attach copy of National ID, Marriage Certificate/Affidavit for spouse and Birth Certificates, for children where applicable).
2. Attach copy of National ID for the guardian

