

Declaration of Entitlement – Guidance Notes

What is a Declaration of Entitlement?

A Declaration of Entitlement, sometimes referred to as a Life Certificate or Proof of Life, is a form issued annually to certain pension scheme members. This includes members living overseas and pensioners in the UK aged 90 and over.

The purpose of this declaration is to confirm that pension payments are being made correctly and only to those who remain entitled to them. It forms an important part of the HSC Pension Service's responsibility to safeguard members' benefits and protect against fraud.

Why is it important?

Completing the Declaration of Entitlement ensures that your pension continues to be paid without interruption. It also provides an opportunity to notify us of any changes in your circumstances that may affect your pension.

- Starting a new job
- Remarrying, entering a civil partnership, or cohabiting (if you are receiving a dependant's pension)

You should also inform us if:

- You become unable to manage your own affairs due to ill health
- You change your address or contact details

How to complete the form

You are required to complete the Declaration of Entitlement by providing the following information:

- Full name
- Date of birth
- Current address
- Telephone number
- Email address

You must sign the form in the presence of an appropriate independent witness.

Witness requirements

The person witnessing your declaration must:

- Not be related to you (by birth or marriage)
- Not reside at the same address as you

Acceptable witnesses include:

- A member of the police force
- A teacher or lecturer
- A bank official authorised to sign documents
- A registered medical professional (e.g. doctor, nurse, pharmacist, dentist, optician) registered under the law of the country where the declaration is made
- A care or residential home manager (if applicable)
- A qualified legal professional (e.g. barrister, solicitor, advocate, or paralegal)
- A Notary Public or Commissioner for Oaths in the country where the declaration is made
- A civil servant or government employee
- A local government officer or councillor
- A Member of Parliament
- A magistrate or Justice of the Peace
- A minister of a recognised religion

Providing additional information

If the member is unable to complete or sign this form or manage their own affairs, and a third party is acting on their behalf, please provide full details of this individual along with the relevant supporting documentation (e.g. Power of Attorney).

If you wish to provide any further details, you may include a covering letter along with your completed Declaration of Entitlement.

Please contact our Payroll Team on 028 7131 9111 who can provide further information and assist with any queries you may have.