

LIST OF THE DOCUMENTS OF THE FILES

I. FAMILY BENEFITS BRANCH

1. PRENATAL ALLOWANCES

- NSIF application, to be downloaded from the website www.cnps.cm , signed by the worker or his spouse (single application grouping all the services offered by this branch);
- pregnancy certificate of the first examination between the 3th and the 4th month of pregnancy;
- pregnancy certificate from the second examination between the 7th and the 8th month of pregnancy.

2. MATERNITY ALLOWANCE

- NSIF application, to be downloaded from the website www.cnps.cm, signed by the worker or his spouse;
- birth certificate issued at the time of birth unless the viable child dies before the statutory deadline for the declaration of birth. In this case, produce a copy of the death certificate.

In the case of twin births, so many children, so many copies of birth certificates.

3. PREGNANCY AND MATERNITY MEDICAL EXPENSES

- NSIF application, to be downloaded from www.cnps.cm, signed by the worker or his spouse;
- medical certificate of pregnancy or childbirth.

Claims for medical expenses for pregnancy and childbirth shall be enclosed to the pregnancy and childbirth certificates and duly completed and co-signed by the doctor and the worker or his spouse.

4. MATERNITY LEAVE DAILY ALLOWANCES

- NSIF application to be downloaded from the website www.cnps.cm signed by the applicant;
- pregnancy certificate of the second examination indicating the expected date of delivery;
- birth certificate issued by a doctor or midwife.

In the event of an extension following a disease resulting from pregnancy or childbirth, send a medical certificate to the NSIF stating that the worker is unfit to return to work at the end of the 14-week period, no later than 10 days after the legal deadline.

5. FAMILY ALLOWANCES

- NSIF application, to be downloaded from the website www.cnps.cm, signed by the worker;
- certificate of non-receipt of family allowances from another public scheme co-signed by the parents of the children whose rights are sought;
- certified true copies of birth certificates of legitimate children (born to legally married parents);
- certified true copies of birth certificates accompanied by certified true copies of declarations of recognition for children recognized by their natural father, **if the children are not yet known to the NSIF;**
- certified true copies of birth certificates accompanied by copies of court decisions for adopted or legitimized children, **if the children are not yet known to the NSIF;**
- certificate of life or a certificate of education for the child aged 0 to 5 years;

- school certificate for each child aged 6 to 21;
- apprenticeship certificate for children aged 14 to 18 years and over issued by an approved Centre;
- medical certificate for a child aged 6 to 21 years or older who has an incurable disability or illness preventing him from attending school or engaging in paid employment.

II. OLD-AGE, INVALIDITY AND DEATH PENSIONS BRANCH

1-OLD-AGE OR DISABILITY PENSION/OLD-AGE ALLOWANCE

- NSIF application, to be downloaded from the website www.cnps.cm, signed by the applicant;
- salary statement or 10 pay slips for the last 5 years of employment at the rate of two per year for the worker who has ceased his employment on 31/12/2012 at the latest (transitional measure);
- certified photocopy of the national identity card or a valid residence certificate/**residence card** for foreigners whose country of origin has not signed a reciprocity agreement with Cameroon;
- Sworn statement of non-office signed by the applicant.

NB: For old-age or invalidity pension/early old-age allowance for premature wear and tear, establish a medical record.

2- SURVIVORS' PENSION/ALLOWANCE

a) Case of a deceased insured in active employment

- certified true copy of the death certificate.

NB: Workers who have ceased employment by 31/12/2012 at the latest must also produce a salary statement or 10 pay slips for the last 5 years of employment at the rate of two per year.

b) Case of a deceased pensioner: a certified copy of the death certificate.

2.1 For each spouse, add:

- NSIF application, to be downloaded from the website www.cnps.cm, signed by the person entitled;
- certified true copy of the marriage certificate, **if the marriage certificate is not yet known to the NSIF;**
- certified true photocopy of the national identity card;
- Sworn statement of non-remarriage.

2.2 For each child, add

- certified true copy of the birth certificate for the legitimate child, **if the latter is not yet known to the NSIF;**
- certified true copy of the birth certificate and a photocopy of the declaration of recognition for the child recognized by his natural father, **if the latter is not yet known to the NSIF;**
- certified true copy of the birth certificate and the bulk copy of the judgment/judgment of legitimation or adoption for the child legitimized or adopted **if the latter is not yet known to the NSIF;**
- certificate of life or a certificate of education for the child aged 0 to 5 years;

- a certificate of schooling for a child aged 6 to 21 years or an apprenticeship certificate issued by an approved Centre for a child aged 14 to 18 years or a medical certificate for a child with an infirmity or incurable illness preventing the child from attending school for a child aged 6 to 21 years or from engaging in paid employment.

2.3 For each ascendant of the first degree (father, mother of the deceased insured), add:

- a survivor's pension application on NSIF form, to be downloaded from the website www.cnps.cm, signed by the ascendant;
- a copy of the birth certificate or a certified photocopy of the national identity card, **if this document is not yet known to the NSIF.**

III. OCCUPATIONAL RISK BRANCH

1- DAILY ALLOWANCE

- declaration of an industrial accident or occupational disease to be downloaded from the website www.cnps.cm, signed by the worker or employer **within the time limits laid down by the regulations in force each for him (employer 03 days, victim 03 years);**
- initial/final medical certificate issued by the attending physician;
- police or gendarmerie investigation report (traffic accident or fatal accident);
- order of mission, if applicable.

2- MEDICAL, SURGICAL AND PHARMACEUTICAL EXPENSES

- request for reimbursement or reimbursement of medical, surgical and pharmaceutical expenses to be downloaded from the website www.cnps.cm, signed by the applicant;
- medical prescriptions;
- medical, surgical and pharmaceutical bills;
- accident sheets, if applicable.

3- INSURANCE PENSION / SURVIVORS' PENSION / DISABILITY ALLOWANCE

- final medical certificate from the attending physician;
- certified true copy of the national identity card.

NB: for survivor's pension, in the event of the death of an active insured or a creditor, add a certified true copy of the principal insured's death certificate and a death type certificate.

LIST OF RIGHTS MAINTENANCE DOCUMENTS

I- BENEFICIARIES OF THE FAMILY BENEFITS BRANCH

For children under 6 years of age: life certificate/**biometric authentication** or education certificate

For schoolchildren aged 6 to 21 years: education certificate/**biometric authentication**

For apprentice children aged 14 to 18: Apprenticeship certificate issued by a Centre approved **by the Ministry in charge of vocational training.**

For a child with an incurable/disabling disability or illness: medical certificate issued by a doctor

II- BENEFICIARIES FROM THE BRANCH OF PENSIONS FROM AGING, DISABILITY AND DEATH

1. BENEFICIARIES OF THE NORMAL OLD-AGE PENSION

- certificate of non-function on the NSIF form, to be downloaded from www.cnps.cm, signed by the applicant;
- life certificate/ biometric authentication.

2. BENEFICIARIES OF SURVIVORS' PENSIONS

For surviving spouse:

- Sworn statement of non-remarriage on the NSIF form, to be downloaded from the website www.cnps.cm (obligation for the NSIF to conduct confirmatory investigations a posteriori);
- life certificate/ biometric authentication.

For the ascendant: life certificate/ biometric authentication.

III- BENEFICIARIES OF THE OCCUPATIONAL RISK BRANCH

Annuity to the insured: life certificate/biometric authentication

Survivors' annuity

- a) For surviving spouse
 - life certificate / biometric authentication
 - Sworn statement of non-remarriage signed by the applicant (obligation for the NSIF to conduct confirmatory investigations a posteriori)
- b) For the surviving child: certificate on the honor of childcare
- c) For the ascendant: life certificate/biometric authentication

NB: documents eligible for the rights are issued free of charge and exempt from stamp duty.