



THE ICPAK BENEVOLENT FUND RULES

1. Purpose

The rules have been put in place to inform and guide fund members, and the Institute on implementation of the Fund.

All members of the fund are encouraged to familiarize themselves with these rules.

These rules are effective from **3rd July 2025**.

2. Eligibility

2.1 Every member of the Institute qualifies for membership to the Fund. They must.

- Be up to date in payment of their annual subscriptions
- Have no disciplinary issue(s) with the Institute.

2.2 New members will be eligible to receive compensation from the date of their membership approval by the RQAC. The claims must be for occurrences that happen within periods of their membership.

2.3 The Fund covers;

- Principal member
- Spouse
- A maximum of four (4) primary dependents of the principal member (registered as a beneficiary of the Fund)
- Principal's Parents
- Principal's Parents In-Law

2.4 The admissible age limit within the cover for the 4 primary dependents is from birth to 18 years, with a provision for extension to 25 years where at the time of demise, the dependent was still a student. Proof of study is mandatory.

2.5 There's no age limit within the cover for Principal Member, spouse, parent, or parent in-law.

2.6 The Fund will make a one-off compensation of any claim made upon the death of either principal member, spouse or dependent (up to a

maximum of four), parents and parents in-law. A beneficiary shall benefit from the Fund per the occurrence but not from the number of applications.

- 2.7 Where more than one member share a bereavement, support will be provided to all eligible claimants.

3. Requirements & conditions

- 3.1 To access the benefit, members will be required to have submitted their annual subscriptions for the immediate year prior to the year of demise or loss.
- 3.2 Following the demise of a member, spouse, dependent, parent or parent in-law, the claimant shall file their claim within three (3) months of the occurrence, for support from the Benevolent Fund using a prescribed form and attaching the mandatory documents listed below. Any claims filed after this period will be dealt with on a case-by-case basis, subject to further approval.

These documents are;

3.3.1 *Claim for Principal Member*

- a) Copy of Burial Permit or Death Certificate
- b) Copy of the deceased's ID

(Where the spouse is the next of kin)

- c) Copy of Spouse's ID
- d) Marriage Certificate

(Where a dependent is the next of kin)

- e) Copy of the dependent's ID
- f) Copy of the dependent's birth certificate

3.3.2 *Principal Claiming for Spouse*

- a) Copy of Principal Member's ID
- b) Copy of Burial Permit or Death Certificate
- c) Copy of the deceased's ID
- d) Marriage Certificate

3.3.3 *Principal Claiming for Parent*

- a) Copy of Principal Member's ID
- b) Copy of the deceased parent's ID
- c) Copy of the Burial Permit or Death Certificate
- d) Copy of the Principal member's Birth Certificate

3.3.4 *Principal Claiming for Parent-in-law*

- a) Copy of the Principal Member's ID
- b) Copy of ID of the deceased parent in – law
- c) Copy of the Burial Permit or Death Certificate
- d) Copy of spouse's birth certificate
- e) Principal member's copy of marriage certificate

3.3.5 *Principal Claiming for Child*

- a) Copy of the Principal Member's ID
- b) Copy of Birth certificate of the deceased where they are below 18 years. If above 18 years, copy of deceased's ID and proof of on-going studies at the time of demise e.g. Letter of admission from the learning institution.
- c) Copy of Burial Permit or Death Certificate

(The claimant may be requested to provide more information or documentation where necessary to support the claim.)

4. Claim processing

4.1 Claim application and processing is automated. The application form claim is accessible through the ICPAK website or through members online portal.

4.2 The claimant will be informed of the status of his/her application at each level of review and processing, via email.

5. Disbursement of funds

5.1. All disbursements from the Benevolent Fund shall be made directly to the party or entity to whom payment is due.

5.2. Payments shall be done through direct deposit into the claimant's account.

5.3. Claims shall be settled within five (5) business days after receipt of the claim, subject to absence of any reasonable impediment