

Steps to take after a retired staff member's death

1. PENSION

When a member dies, that person's spouse or, if none exists, a loved one must inform the NATO Pensions Service as soon as possible:

either by telephone to the Head of Service, Mr Axel Reichl (+32 2 707 7362) or his assistants (+32 2 707 4561),

or by mail to the following address:  
Pensions Unit  
Office AA 213  
B-1110 Brussels, Belgium

The Pensions Service will then inform you by letter of the next steps to be taken, including provision of a copy of the death certificate

N.B. The pension of the deceased is paid for the full month in which he or she died. The survivor's pension, if applicable, is paid to the survivor for the month following the month in which the retired staff member died.

2. NATO HEALTH INSURANCE

The spouse or, if none exists, a loved one must inform Allianz Worldwide Care (+32 2 210 66 00) and send a copy of the death certificate to the usual address for reimbursements:

ALLIANZ (AWC)  
Rue de Laeken, no. 35  
B-1110 Brussels, Belgium

The insurance intervenes in the reimbursement of costs associated with the death as well as the funeral home, flowers, burial, reception, etc., subject nonetheless to a ceiling. Invoices must be presented in order to claim a reimbursement.

The costs will be reimbursed to the person who bore them. They may also be reimbursed directly to the service provider (e.g. the funeral home).

3. Give the ARNS pass, GS and car pass, if applicable, back to the ARNS Office.