



EMPLOYEE PENSION NOTICE

To: All Staff

Date: 16 July 2026

Is your Death Benefit Nomination up to date?

The Northern Ireland Civil Service Pension Schemes provide valuable benefits not only during your lifetime but also, in certain circumstances, for those you leave behind. To help ensure any lump sum death benefit is paid in line with your wishes, it is important to keep your Death Benefit Nomination details up to date.

Check your existing nomination

You can view and check your existing nomination by logging onto the [NICS Pension Portal](#). If you are accessing the Pension Portal for the first time, you will need to register by visiting the portal and following the on-screen instructions. You should review your nomination regularly through the Pension Portal and remember to update it for name or address changes, or if you wish to add, remove or make any changes to your nominee(s).

How do I nominate or change a beneficiary for the lump sum?

You can add or amend your nomination(s) by completing a Death Benefit Nomination form. As a member of the alpha pension scheme, you can nominate multiple beneficiaries and specify the proportion (percentage) of the lump sum each should receive. Your nominee can be a family member, friend, charity, business, or other organisation. More information and nomination forms are available on the dedicated [Death Benefit Nomination](#) webpage.

What if I do not make a nomination?

If no nomination exists, any lump sum death benefit that is due will normally be paid to your estate through your personal representative (the person responsible for administering your estate).

Why might my nominee not get the lump sum?

A nomination may become invalid in certain circumstances, for example if you nominated your spouse or civil partner, but your marriage or civil partnership has since ended through divorce or dissolution, or if your nominee dies before you. In any cases where a nomination is invalid, we will usually make any payment to your estate through your personal representative.

Important Reminder

Maintaining an accurate and up-to-date Death Benefit Nomination is essential to ensure that Civil Service Pensions can act in accordance with your wishes. Please take a few minutes to log on to the NICS Pension Portal and review your nomination details today.