

Guidelines on required administrative issues for Foreigners Living in Thailand (FLiT) addressing specific end-of-life issues

The attention of AFICS-T Executive Board was drawn to the plight of FLiT members who close to the end of their lives are without next-of-kin or an officially recognized representatives in Thailand, as they face several administrative and legal issues. The Executive Board, therefore, recommended that the Committee on FLiT prepare a set of guidelines addressing specific end-of-life issues, related especially to foreign members of AFICS-T.

General facts

1. The death of a foreigner in Thailand without next-of-kin to attend to all to the many required formalities, involving local Police, hospitals, the notification of relevant embassies and locating possible next-of-kin abroad poses a major challenge to friends, colleagues and sometimes AFICS-T.
2. Should no next-of-kin (nor an officially designated representative holding a “Power-of-Attorney”) come forward within 30 days of the person’s demise, the authorities will then proceed to arrange a cremation with local charitable foundations or temples.
3. In terms of financial liability, the costs fall to the estate or failing that they are covered by local organizations of the state.
4. Regarding personal belongings, the Police would secure any personal property, which would normally be handed over to the next-of-kin or an authorized representative.
5. In terms of legal process, if there is no last will and testament, the estate is handled by Thai courts, which can be a slow process.

Suggested steps

It is, therefore, highly recommended for foreigners (AFICS-T members and others) to ensure the following actions:

1. To facilitate the various formalities, it is suggested that a list of personal and confidential information regarding assets and other banking details (either in Thailand or abroad) should be established and kept available to the authorized person (see attachment 3).
2. Ensure that the name recorded in all Thai legal documents, ID cards and bank books, e.g. Thai house registration book (yellow book), Thai ID card (pink card), condominium and vehicle ownership registration documents, etc. are identical to the name spelled out in your national passport. Be sure that Thai spellings of your name in translation are consistent, because any inconsistency in spelling will delay the legal processes, including the issuance of the death certificate by the Thai District Office.

3. Through a lawyer, have a last will and testament established, designating an executor to handle all formalities. However, Thai Civil Court rules on processing the last will and testament only apply to the property and assets owned in Thailand. If there are property and assets outside of Thailand, it may be advisable to seek legal advice from relevant authorities abroad.
4. Arrangements should be made to designate a person whom you trust to have “General Power-of-Attorney” (broad authority) or “Specific Power-of-Attorney (task limited, such as medical Power-of-Attorney)” to allow this person to act on your behalf should you lose the capacity to act on your own. However, if there is a proper last will and testament in place and a trusted next-of-kin outside of Thailand, local help may only be required in case of a medical emergency.
5. In addition, if the identified next-of-kin cannot travel to Thailand within the 30-day window, a Letter of Authorization should be established between the next-of-kin and the authorized person (see attachment 1).
6. Make sure to update the list on a regular basis and inform the authorized person accordingly

Concluding remarks

While these FLiT guidelines stand alone, they should be read along with the general guidelines, issued by AFICS-T, e.g. Reporting of Demises Cases to AFICS-Thailand which provides the required steps to be followed by most AFICS-T retirees living in Thailand (see attachment 2).

Note: *Regarding legal assistance in matters of the last will and testament and power-of-attorney, it is suggested to visit websites of respective national embassies normally providing lists of trusted legal advisors.*

(Attachment 1)

TO WHOM IT MAY CONCERN:

DATE: _____

SUBJECT: Letter of Authorization

I, (name of next of kin), a citizen of (country concerned), whose legal form of identity is (passport or national identity card etc.) (No. _____), am the (relationship) and next-of-kin of the (nationality of the deceased) citizen, (name of the deceased), who has been a resident of Thailand at the address listed below. Upon his/her death, I hereby authorize (name of trusted friend or partner), (his/her long-time friend/partner), who lives at the address below and who holds Thai National ID Card No. _____, to retrieve the body of my late (relationship to the deceased) and to arrange for its cremation/burial. My (relationship, such as brother's or sister's etc.) personal details are provided below:

Particulars of the Deceased

Name: _____
Passport No.: _____
Date of birth: _____
Occupation: Retiree
Home address: _____

(city and zip code)
Thailand

Particulars of the Authorized Person

Name: _____
ID number: _____
Date of birth: _____
Occupation: _____
Home address: _____

(city and zip code)
Thailand

Thank you very much in advance for your kind assistance in facilitating this matter.

----- (signature)
(Full name of next-of-kin printed below signature)

Full address:
Telephone No.:
E-Mail address:

(Attachment 2)

**Guidelines for reporting on Demise Cases
to AFICS-Thailand**

(May 2026)

The next-of-kin (or the official designated representative in Thailand) of the FLiT members of AFICS-Thailand deceased should communicate his/her name, contact and/or email address to the Chairperson of the Committee on Benevolent Fund and Funerals (Ms. Suthasinee Maruttamarn – Tel. 062-4564629 or e-mail: sammy.pearl@gmail.com for follow-up and collection of the required information and documentation.

Required Information and Documents

1. Death Certificate both in Thai and in English, issued and stamped by the respective District Office (Amphur).
2. Details of the deceased retiree, including:
 - (a) Full name (with name exactly as specified in passport or official identification)
 - (b) Date of passing
 - (c) Schedule and venue for funeral ceremonies
3. Details and documents of family member, who is entitled to receive the merit contribution from AFICS-T:
 - (a) Full name and contact number or email address, his/her relationship with the deceased retiree
 - (b) A copy of the bank book showing bank name and branch, account name and number, for receiving merit contribution from AFICS-T.
 - (c) A copy of the ID card

Distribution of Documents

1. Documents listed under Items 1 and 3 should be forwarded to the Treasurer (Ms. Uraiwan Siriwatananukul – Tel. 086-5076727 or e-mail: uraiwans1958@gmail.com for processing the transfer of the merit contribution, amounting to THB 3,000.
2. Documents listed under Items 1, 2, and 3 (a) should be forwarded to the Chairperson of the Committee on Benevolent Fund and Funerals for the following purposes:
 - (a) preparing an announcement of the demise for circulation to all AFICS-T members via email and AFICS-T Official Line Group
 - (b) notifying UNJSPF Liaison Office in Bangkok (e-mail: UNJSPF-Bangkok@unjspf.org of the demise

(c) informing the Registrar (Ms. Soythip Udomyingcharoen – Tel. 081-7519622 or e-mail: sthongthua@gmail.com for updating the AFICS-T membership database

(d) advising family members of the deceased retiree to report the passing to personnel office of the respective UN office in Bangkok, from which the deceased member retired, for necessary action regarding pension, medical and life insurance matters. In cases of involving surviving spouse benefits, the respective family members should also be informed of the applicable timeframes for pension and medical insurance actions. Medical insurance applications must be processed within 2 (two) months for MIP, and 3 (three) months for WWP. There are 2 (two) steps for surviving spouse to complete.

Step 1 – Enrollment in the United Nations Pension Fund (UNJSPF) System

The surviving spouse must submit the following documents to the respective UN personnel office:

- (a) Death certificate in both Thai and English, issued and stamped by the respective District Office (Amphur)
- (b) Copies of ID cards of the surviving spouse and of the deceased retiree in both Thai and English, issued by the respective District Office (Amphur)
- (c) Copy of marriage certificate in both Thai and English, issued by the respective District Office (Amphur)
- (d) Copy of bank book, showing the bank name and branch, account name and number, of the surviving spouse
- (e) Completed Form PENS.E/2 for application for surviving spouse's pension (to be obtained from the respective personnel office)

Step 2 – Enrolment in Medical Insurance Scheme

Upon receipt of the Surviving Spouse's Confirmation Letter from UNJSPF, the surviving spouse must submit the following documents to the respective UN personnel office, or as may be advised by the respective UN personnel office, submit directly to the United Nations Health and Life Insurance Section at UN Headquarters (e-mail: ashi@un.org):

- (a) Document listed under Step 1, items (a) and (b) for ease of reference
- (b) Surviving Spouse's Confirmation Letter received from UNJSPF
- (c) Completed Application Form for After Service Health Insurance (ASHI) and Pension Fund Deduction of Premiums for enrolment in the medical insurance scheme and authorization to deduct medical insurance premium from the pension (to be obtained from the respective personnel office).

(Attachment 3)

AFICS-T LETTER OF INSTRUCTION (LoI)
(for spouses and children)

I. URGENT FIRST ACTIONS:

1. **REPORT OF THE DEMISE.** The demise must be reported within 24 hours of the death or discovering of the body. If demise happens at home, it must be reported to the relevant Village Chief/District Office. If it is not at home, hospital or was the result of a sudden accident or from an unnatural manner, report should be made to the police station located in the relevant area.

Name of home District Office: _____

2. DEATH CERTIFICATE: Request at least **10 COPIES** of the **Death Certificate**: You will need these copies for the Embassy, Bank Accounts, UN Office, UN Pension Fund, UN Life Insurance, Other Life Insurance, UN Medical Insurance, Car ownership transfer, House transfer, etc.

Official Death Certificate is obtained from:
the District (Amphur) Office or Provincial Administration Office.

Documents required for obtaining a Death Certificate:

For the Deceased:

- Original Valid Passport
- Medical Certificate of Death issued by the Hospital if the death occurred inside a hospital
- Or Death Notification Form to be obtained from the local village chief if the death occurred outside a hospital in a province outside Bangkok
- Or Police Reporting of Death if the death was sudden, accidental, or unnatural or the death occurred outside a hospital in Bangkok

For the Informer/Requester:

1. Original Valid Passport for a foreigner or Original National ID Card for a Thai
2. The Death Certificate should be written in **English**, if possible. If not in English, then an Official Translation will have to be made at the Embassy of the person's home country (Official English copies of the Death Certificate could now also be obtained from most district office)
3. Inform the UN Agency where the deceased retired from, of the death:
 - 3.1 UN Agency concerned: _____
 - 3.2 UN Agency phone number: _____
 - 3.2 UN Personnel Index Number: (to locate personnel file) _____
 - 3.3 UN Pension "UID" Number: UID _____
4. Inform the appropriate Embassy of the death:

- 4.1 Nationality: _____
4.2 Passport Number: _____: Date of expiry: _____
4.3 Embassy name, address and phone number:

5. List if you are qualified for social security pension or medical benefits from home country government

- (a) Social Security Number: _____
(b) National Pension Number: _____
(c) Medical Benefits Number: _____

6. Inform AFICS-Thailand of demise of spouse: AFICS-T Phone: 02-288-1890 and check on membership and Funeral Benefits.

(AFICS-T can assist the surviving spouse and children with advice on appropriate actions to be taken (see attachment 2: Guidelines for receiving reports of demise cases). Best if deceased is a paid-up member.

7. Persons to be contacted: i.e. Children, Relatives, Friends (if necessary, add additional pages):

- 7.1 Name and Relationship: _____
7.2 Address: _____

7.3 Phone Numbers: _____
7.4 E-mail Address: _____
7.5 Name and Relationship: _____
7.6 Address: _____

7.7 Phone Numbers: _____
7.8 E-mail Address: _____

II. URGENT FINANCIAL ACTIONS:

1. Contact all the deceased Credit Card and ATM Banks or Agencies: Both local and overseas: Such as VISA, Master Card, JCB, American Express, ATM cards: Be sure to place a **“STOP ORDER”** on the use of all these cards: (this is especially important if any of the deceased’s cards were missing when the body was discovered). (If necessary, add additional pages).

- 1.1 Credit Card Name: _____
Credit Card Number: _____
Expiry Date: _____
Location where card kept: _____
Phone # to stop card use: _____

- 1.2 ATM Card Name: _____
ATM Card Number: _____

Expiry Date: _____
Location where card kept: _____
Phone # to stop card use: _____

1.3 Internet Banking: Bank name: _____
Address: _____
Account Number; _____
Username: _____ Password: _____
Contact person to close account: _____

III. FINANCIAL FOLLOW UP:

1. Check on UN LIFE INSURANCE POLICY:

1.1 Life Insurance: Yes___, No___:

1.2 Where do you keep the most recent "Designation of Beneficiaries" form:

1.3 Amount of Benefits: _____(diminishes with age)

1.4 Who designated for share of benefits:

Name: _____, Share_____:

Name: _____, Share_____:

2. Check on Spousal and Children UN PENSION BENEFITS:

2.1 Was spouse married to UN staff member prior to retirement from UN:

Yes_____: No_____:

2.2 If "Yes", see attachment 2: Guidelines for receiving reports of demise cases necessary actions that need to be proceeded for spouse and child pension fund benefits.

3. Changing Bank Account for surviving spouses:

3.1 If the surviving spouse needs to change the bank account where the monthly pension is deposited, fill the **UNJSPF "INSTRUCTIONS FOR PAYMENT OF BENEFITS"**. The form can be obtained from the concerned UN Human Resources Department or downloaded from the MSS under the UNJSPF website. Sign and date the completed form and submit it to UNJSPF either by uploading with the death certificate on the website UNJSPF/ MSS or submit the hard copy, to U N Joint Staff Pension Fund in New York:

UN Pension Fund address:

UN Joint Staff Pension Fund, P.O. Box 5036

United Nations, New York, N.Y. 10017, U.S.A.

E-mail: UNJSPF@UN.ORG

WEB: <http://www.unjspf.org>

3.2 If spouse was not married to UN staff member prior to retirement, did UN staff member created an "Annuity" for spouse: Yes: ___No: ___

4. Cigna or other UN MEDICAL INSURANCE:

4.1 Medical Insurance Company's name: _____

4.2 Address: _____

4.3 Phone number: _____

4.4 E-mail address: _____

4.5 Name and identification number of insured staff: _____

4.6 Family members covered by UN medical insurance: _____

4.7 In case the surviving spouse is willing to continue the UN medical insurance coverage, see Attachment 2: Guidelines for receiving reports of demise cases and necessary actions that need to be proceeded for spouse and child medical insurance benefits. The medical insurance application must be processed within 2 (two) months for MIP (local staff) and 3 (three) months for WWP (international staff).

IV. CHECKING AND SAVINGS ACCOUNTS:

1. Checking Account:

1.1 Bank and Branch: _____

1.2 Phone number: _____

1.3 Account number: _____

1.4 Name on Account: _____

1.5 Internet banking account access and password: _____

2. Savings Account:

2.1 Bank and Branch: _____

2.2 Phone number: _____

2.3 Account number: _____

2.4 Name on Account: _____

2.5 ATM Card: _____:(Where Pin Code _____)

2.6 Internet account access and pin code: _____

(Agree with spouse and family in a safe place to keep all bank statements, PIN codes and Account Books)

V. DEBTS AND FINANCIAL COMMITMENTS:

e.g. loans, mortgages, taxes, investments

VI. OWNERSHIP OF ASSETS:

e.g. land, house, motor vehicles

VII. OTHER INSURANCE:

e.g. health, accident, life. Household

VIII. LOCATION OF PERSONAL PAPERS/SUBSCRIPTIONS:

1. LAST WILL AND TESTAMENT: _____

2. Safe Deposit Box:

2.1 Bank Name: _____

2.2 Bank Branch and phone number: _____

2.3 Name of Holder: _____

2.4 Box Number: _____

2.5 Location of Key: _____

2.6 List of Contents _____

3. Birth Certificate: _____

4. Home country Driving License: _____ Expiry date: _____

5. Marriage Certificate: _____

6. Military Records: _____

7. Educational Certificates: _____

8. Naturalization Papers: _____

9. Other: (adoption, etc) _____

10. Club Memberships:

10.1. Name: _____ Membership _____

Phone Contact: _____

10.2 Name: _____ Membership # _____

Phone Contact: _____

11. Subscriptions (e.g., T.V, Newspaper, Journals, real and virtual):

11.1 TV Subscription: _____ Phone: _____

11.2 Newspaper: _____ Phone: _____

11.3 Journal: _____ Phone: _____

IX. SPECIAL WISHES AND FUNERAL:

1. Special Wishes:

2. Personal Effects to be given as gifts to certain friends:

2.1 Name: _____ Personal Effect: _____
2.2 Name: _____ Personal Effect: _____
2.3 Name: _____ Personal Effect: _____

3. Funeral or Cremation:

3.1 Religious preference: _____
3.2 Cremation or Burial: _____
3.3 Preferred Church or Temple: _____
3.4 Location: Country: _____
3.5 Address: _____

3.6 Cemetery Plot: _____
3.7 Father's name/birthplace: _____
3.8 Mother's name/birthplace: _____

4. Facts for Funeral:

4.1 Full Name: _____
4.2 Date and Place of Birth: _____
4.3 Nationality: _____
4.4 Passport Number: _____
4.5 Marital Status: _____
4.6 Name of Spouse: _____
