

UNITED NATIONS



NATIONS UNIES

UNITED NATIONS JOINT STAFF PENSION FUND  
CAISSE COMMUNE DES PENSIONS DU PERSONNEL DES NATIONS UNIES

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E-mail: [emergencyfund@unjspf.org](mailto:emergencyfund@unjspf.org)  
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Dear Retiree/Beneficiary,

22 August 2018

Subject: FLOODING INDIA / KERALA, August 2018: Special Emergency Fund assistance

The thoughts and prayers of the Pension Fund staff go out to all of those affected by the monsoon flooding that affected the state of Kerala in India, in August 2018, and the devastation that is left in its aftermath. The pictures and reports in the press leave us with the deepest of concern and empathy for all our friends and former colleagues who may have been personally impacted as a result of these floods.

While we hope this has not affected any of our colleagues, former colleagues or UNJSPF beneficiaries, this is just a brief note to recall to you that the Fund has specific provisions in its Emergency Fund that could allow it to provide limited financial assistance to those retirees and other beneficiaries in receipt of periodic benefits from the UNJSPF who may have been affected by the natural disaster.

Given the circumstances, and as decided with similar events in the past that could affect a large number of retirees and beneficiaries, the Fund has decided to facilitate the processing and payment to those affected by these floods for a one-time fixed payment to help offset some of the hardship faced as a direct consequence of the disaster.

Considering the circumstances, the Fund is requesting the signed, duly completed and dated, application form which is attached for those that suffered hardship as a direct result of the monsoon flooding and would like to be considered for this one-time fixed payment from the Emergency Fund. This will streamline the processing and ensure prompt payment from the Emergency Fund.

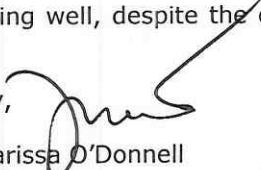
This one-time fixed payment of USD500.00, determined in respect to the particular circumstances described herein, should not preclude you from submitting an additional request for assistance, should your expenses attributed directly to this flooding be in excess of the one-time fixed payment. Such additional claims would be addressed under the Emergency Fund's normal administrative guidelines and arrangements, as published in the Emergency Fund booklet available on the Fund's website at the following link: <https://www.unjspf.org/documents/emergency-fund/>. In such cases, the normal guidelines would prevail and the claim would be reviewed on a case-by-case basis, to determine if the additional hardship is proven and, if so, to decide on the payment amount.

Any claims should be sent to the dedicated email inbox [emergencyfund@unjspf.org](mailto:emergencyfund@unjspf.org). The indication "Flooding India/Kerala, August 2018" as well as your full name and nine-digit Unique ID (UID) and/or five digit alphanumeric Retirement number, should be included in the subject line of the email, so that the Fund can earmark the claim for priority processing. Although it is suggested that you submit your claim via email to begin the process, the Fund must also receive the Emergency Fund application form (attached) duly completed, dated and signed, in original format, before payment can be authorized. The Fund's address details are provided in the letter head or on the Fund's website [www.unjspf.org](http://www.unjspf.org), under the Contact Us tab (*please note that the Fund's addresses vary depending on how your mail will be sent to the Fund*).

Once the Fund receives the original application form and a Special Emergency Fund payment was approved, it will be made to the account currently on record with the Fund, where the UNJSPF makes its periodic payment on your behalf.

In the meantime, all of us the from the Fund hope that you and your family are staying well, despite the difficult circumstances.

Sincerely,

  
Maria Clarissa O'Donnell  
Chief of Operations

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Dear UNJSPF,

Subject: Special UNJSPF Emergency Fund assistance due to **Flooding in the state of Kerala in INDIA – August 2018**

With respect to the devastation caused by the monsoon related floods when they hit the state of Kerala in India in August 2018 and the Fund's decision to assist in defraying some of the related costs of damages, I hereby submit my application for a one-time special payment from the Emergency Fund. In connection with this claim, I confirm the following:

**Full name** (print): \_\_\_\_\_  
**UNJSPF Unique ID (UID) number**  
(nine-digit number): \_\_\_\_\_  
and/or  
**Retirement number**  
(five-digit alpha numeric number): \_\_\_\_\_

**Official Mailing Address:**

- \_\_\_\_\_ (Street)
- \_\_\_\_\_ (Apt. #)
- \_\_\_\_\_ (City)
- \_\_\_\_\_ (Post or Zip code)
- \_\_\_\_\_ (Country)
  
- \_\_\_\_\_ (Email address - optional)
- \_\_\_\_\_ (Telephone number – optional)

I also confirm that I maintained the above provided residential address in India when the flooding occurred in August 2018 and further attest that I incurred property damage and/or other hardships directly as a result of the flooding. Following is a brief description of the damages and/or hardship I suffered directly as a result of this natural disaster:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (in blue ink): \_\_\_\_\_

Date of signature: \_\_\_\_\_

**Please note:**

*This form must be duly completed, dated, signed and returned in original form to the Fund at one of the two addresses provided above or, refer to the Fund's website and Contact Us page for more detailed address options. Although it is suggested that you return an advance copy of this form via email to [emergencyfund@unjspf.org](mailto:emergencyfund@unjspf.org), the Fund must also receive this duly completed, dated and signed form in its original format before payment can be authorized (i.e. no copies, email or faxes will be accepted to make payment).*

*The payment will be made to the account currently on record with the Fund, where the UNJSPF makes its periodic pension payments on your behalf.*