



UNJSPF

United Nations Joint
Staff Pension Fund

RESTORATION

This series is intended to provide to all participants, retirees and beneficiaries information about their rights.

INTRODUCTION

The United Nations Joint Staff Pension Fund - also known by its acronym UNJSPF in English and CCPPNU in French - was established in 1949 by the United Nations General Assembly to provide retirement, death, disability and related benefits for staff upon cessation of their services with the United Nations and other organizations admitted to membership in the Fund.

The United Nations Joint Staff Pension Fund (UNJSPF) Regulations and Rules govern the conditions of participation and the determination of the deriving entitlements. The rules are numerous and complex; the purpose of this booklet is to guide you, facilitate your understanding and assist you with information on pertinent issues affecting your pension rights.

Disclaimer: The information is made available for the convenient use of the UNJSPF participants, retirees, and beneficiaries. If there is any ambiguity, inconsistency or conflict between the information provided and the UNJSPF Regulations and Rules, any decisions will be based on the Regulations and Rules, and not on the information contained in this booklet.

CONTENTS

- ▶ What is restoration?
- ▶ Who is eligible to restore?
- ▶ What are the advantages of restoring?
- ▶ Is it costly?
- ▶ Is there a deadline to restore?
- ▶ Are there other conditions?
- ▶ What should be done to restore?
- ▶ What will happen next?
- ▶ What are the methods of payment available?
- ▶ Is there a deadline to pay for the restoration?
- ▶ What happens in case of separation prior to completion of monthly payments?
- ▶ What happens if you change employing organizations (within the UN Common system) prior to completion of monthly installments?
- ▶ What happens if you are unable to pay all the monthly installments prior to completion?
- ▶ What happens should you die before electing to restore, or before you have completed the necessary payments?

Annexes

- I. PENS.C/1-Notice of Election to Restore form annotated
- II. Restoration of prior contributory service graph
- III. Excerpts from Regulations and Administrative rules
- IV. PENS.C/1-Notice of Election to Restore form

FAQ

What is restoration?

Restoration is an option that is open to former participants re-entering the Pension Fund, who meet the criteria set forth under Article 24 of the Fund's regulations, to add to their current participation, if they so elect, their most recent period of prior contributory service.

Who is eligible to restore?

The restoration option is open to you if:

- a.** you are a former participant re-entering the Pension Fund on or after 1 April 2007, who had been paid a withdrawal settlement with respect to your most recent period of prior contributory service; or
- b.** you are a former participant re-entering the Pension Fund on or after 1 April 2007 who had elected or was deemed to have elected, before 1 April 2007, a deferred retirement benefit and payment of such benefit has not yet commenced at the time of election.

What are the advantages of restoring?

Upon separation from service, your future monthly pension will be proportional to the number of years and months that you will have contributed. By restoring, you can increase your total number of years and months of contributory service and thus your future pension. Restoration can also help towards reaching optimum conditions, such as (i) accomplishing the minimum 5 years vesting period to be entitled to a periodic benefit upon separation (ii) reaching the threshold of 25 years and or 30 years of contributory service, to take advantage of the more preferential conditions if you were to consider taking an early retirement benefit.

Is it costly?

- a.** If you previously took a withdrawal settlement, you must pay back to the Pension Fund, through your employing organization, the amount of the withdrawal settlement that was paid to you when you separated plus compound interest of 3.25% per annum from the date the benefit was paid until the date of your election to restore.
- b.** If you elected or were deemed to have elected a deferred retirement benefit prior to 1 April 2007, the restoration is at no cost to you since your monies remained with the Fund. Restoring means that you will cease to be entitled to the deferred retirement benefit previously set up; instead, such prior service and any applicable break in service will be added to your current active participation.

Is there a deadline to restore?

YES. You must elect to restore within one year of re-entering the Fund or prior to separation from service, whichever is earlier. Failure to apply within the deadline would result in your

right to restoration being irrevocably forfeited.

Are there other conditions?

YES. If you had several periods of prior contributory service, only the most recent one can be restored. You must restore the entire period of service open to restoration. If you opted for a periodic deferred retirement benefit under Article 30 of the Regulations of the Fund, or if your benefit has been deemed deferred under Article 32 after 1 April 2007, such prior contributory service will NOT be open for restoration upon re-entry into participation.

What should be done to restore?

If you are interested in restoring, you have to apply for it by completing the form **PENS.C/1 - Notice of Election to Restore** (see attached, or you can download it from the website www.unjspf.org.) The completed form must be submitted directly to the Fund if you are a staff member of the United Nations family or to the Secretary of the local Staff Pension Committee of your employing organization if you are employed in one of the specialized agencies.

What will happen next?

Completing the **PENS.C/1 form** does not mean that you are committing yourself to pay. Upon receipt of your Notice of Election to Restore, your application will be reviewed and if you meet the eligibility requirements, the Pension Fund will calculate the amount that you will have to pay back in order to add your prior contributory service to your present participation. You will then be informed in writing by the Pension Fund or by the Secretary of your local Staff Pension Committee of the amount due by you and the methods of payment available to you.

If, upon review, the Pension Fund deems you ineligible to restore, you will receive a written notification to this effect.

What are the methods of payment available?

You may choose one of the following two methods of payment:

i. in full in a lump sum

or

ii. in equal monthly installments (with compound interest) via payroll deductions over a period no longer than half that of the prior contributory service being restored, and to be completed, in any event, before separation.

Is there a deadline to pay for the restoration?

Yes. If you decide to pay in a one-time lump sum, you will have a period of **90 days to pay** this amount to your employing organization (not to the Pension Fund), from the date of the above notification.

If you want to pay by monthly installments, monthly payments must commence within 90 days of the date of the above notification.

If payment of the lump sum or the first monthly installment is not made within this 90-day period, your **right to restore will be deemed to be cancelled irrevocably, without further notification.**

What happens in case of separation prior to completion of monthly payments?

You will have to pay the balance upon separation. In this regard, you must contact the Fund immediately to find out the outstanding amount still due. If you fail to complete the restoration payments, the Pension Fund will reimburse to you the installments you already paid and the restoration will be irrevocably cancelled.

What happens if you change employing organizations (within the UN common system) prior to completion of the monthly installments?

If you changed employing organizations before the restoration payments are completed, it is your responsibility to ensure that your new employer is informed of the existing arrangements and the need to continue with the payroll deductions so that there is no disruption in the reimbursement process.

What happens if you are unable to pay all the monthly installments prior to completion?

In order to restore, you must pay the full amount required to restore the entire period of service open to restoration within the given time period. You cannot pay only for part of it. Therefore, in the event that you are unable to pay the full amount, the Pension Fund will reimburse to you the installments you have already paid and your right to restore will be irrevocably cancelled.

What happens should you die before electing to restore, or before you have completed the necessary payments?

A survivor who becomes entitled to a benefit may make the election or the payments on your behalf within the time-limits applicable.

UNITED NATIONS JOINT STAFF PENSION FUND

NOTICE OF ELECTION TO RESTORE PRIOR CONTRIBUTORY SERVICE
UNDER ARTICLE 24 OF THE UNJSPF REGULATIONS

PLEASE PRINT OR TYPE

PLEASE

Restoration allows you to reimburse to the Pension Fund the amount that was paid to you as a withdrawal settlement when you left (plus interest) and to add this prior contributory service to your present participation.

1. Before completing this form, please read Article 24 of the Regulations. Administrative notice sets out the procedure to be followed.
 - (a) You have the option to restore **only** if you had been paid withdrawal settlement for prior contributory service or if you had elected or were deemed to have elected to restore before 1 April 2007 and payment of such benefit had not yet commenced at the time of your separation.
 - (b) Election may apply only to your most recent period of prior contributory service. If there are several periods to restore, only the most recent one prior to current participation can be restored.
 - (c) Notice of election to restore your prior contributory service must be submitted within one year of the date of recommencement of participation and in any event prior to separation, if it occurs during that year. *Failure to observe this time limit results in the permanent forfeiture of your right to restore such service.*
 - (d) This notice of election should be submitted to The Secretary of your local Staff Pension Committee.
2. As soon as possible after submission of this notice, you will be informed of the options available to you for making payment and of the respective amounts due.
3. Upon receiving the information mentioned in point 2 above, you will have 90 days from the date of notification in which to make or commence payment. If you do not do so within 90 days, your right to restoration will be deemed to be cancelled.

I, , hereby elect to restore,
(SURNAME) (FIRST) (MIDDLE)

in accordance with the provisions of Article 24 of the UNJSPF Regulations, my most recent prior contributory service with the following member organization for the period specified:

ORGANIZATION	DATE FROM	DATE TO
<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE:

participant's signature

WARNING!! Notice of Election to Restore must be submitted within 12 months of the date of entry into Pension Fund and prior to the date of separation, if earlier. Beyond this deadline, there will be no other opportunity to restore.

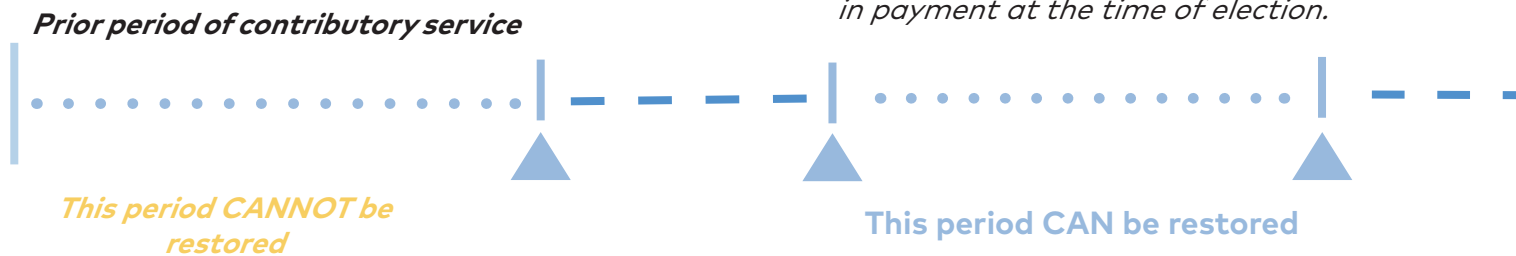
If prior to your present participation in the Fund, you had a prior participation for which the Fund had paid to you a withdrawal settlement, indicate this period here with your former pension number.

Restoration

Prior period of contributory service for which a withdrawal settlement was paid or a deferred retirement benefit had been set-up prior to 1 April 2007 and such benefit is not yet in payment at the time of election.



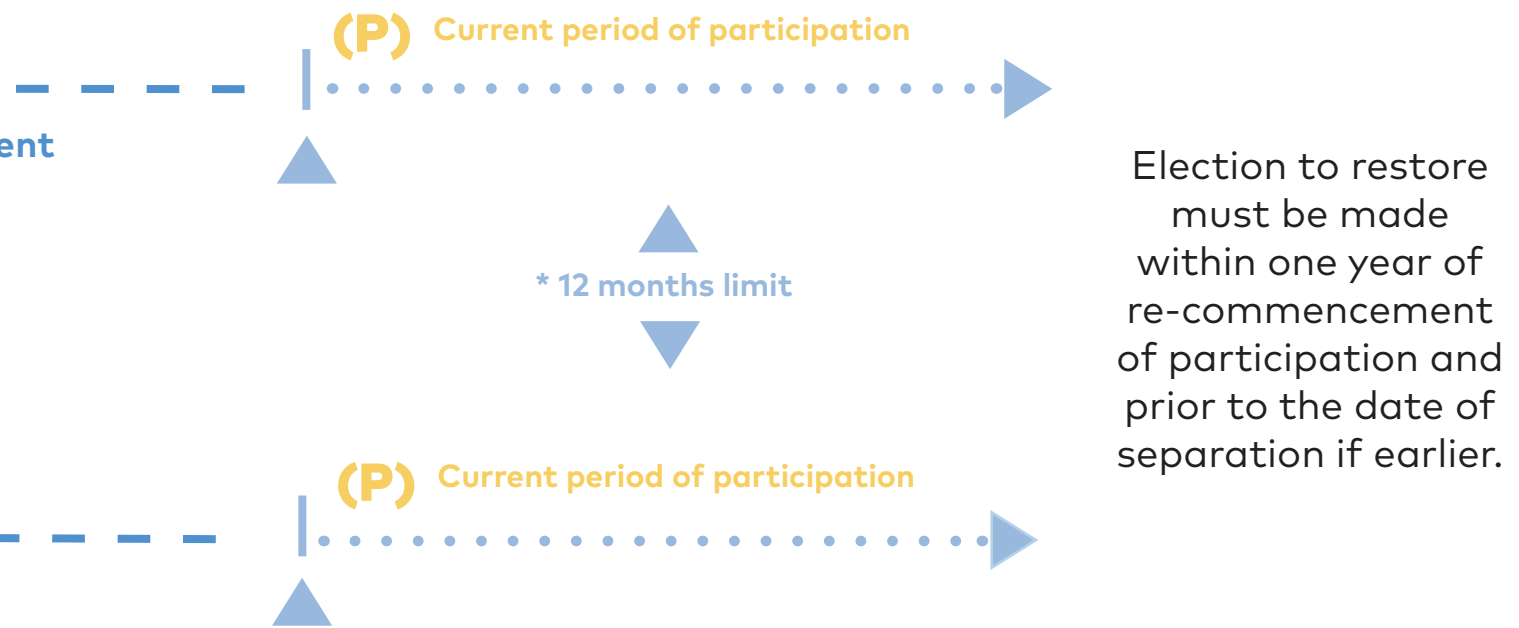
Prior period of contributory service for which a withdrawal settlement was paid or a deferred retirement benefit had been set-up prior to 1 April 2007 and such benefit is not yet in payment at the time of election.



NOTE

- i. Payment can be made in a **one-time lump sum or in monthly installments** over a period of no longer than half the length of the prior contributory service being restored, to be completed in any event, before separation.
- ii. Payment shall be made (one-time lump sum) or commenced (installments) **within 90 days** of the date of the notification.

1. You must elect to restore within 1 year of re-entering the Pension Fund or prior to your separation from service, whichever is earlier.
2. Only the **most recent** prior contributory service can be restored.
3. Restoration covers only those who were paid a withdrawal settlement or those who elected or were deemed to have elected a deferred retirement benefit before 1 April 2007, provided payment of such benefit had not yet commenced at the time of election.



Restoration is possible whatever the length of the employment interruption

- (P) Beginning of participation
- • • Period of employment
- — Interruption of employment

Excerpts from Regulations and Administrative Rules

Article 24. Restoration of prior contributory service

(a) In certain circumstances, a participant may elect, within one year of the recommencement of participation, to restore his or her most recent period of contributory service. A participant re-entering the Fund on or after 1 April 2007, who previously had not, or could not have, opted for a periodic retirement benefit following his or her separation from service, may, within one year of the recommencement of participation, elect to restore his or her most recent period of prior contributory service. Furthermore, and under the same terms and conditions, restoration of the most recent period of contributory service may also be elected if, before 1 April 2007, a participant had elected under article 30, or was deemed to have elected under article 32, a periodic deferred retirement benefit that was not yet in payment at the time of election to restore.

(b) Notwithstanding the provisions of (a) above, if the recipient or former recipient of a disability benefit again becomes a participant in pay status, the contributory service, for which the participant has not received a benefit, preceding the commencement of the disability benefit, shall be restored. Furthermore, in such a case the disability benefit period will be recognized as contributory service, without the payment of any contributions;

(c) A beneficiary of the participant may make the election under (a) above, under the same conditions as a beneficiary under article 23(b).

(d) Restoration under (a) above shall be subject to receipt by the Fund of contributions in accordance with article 25(d).

Administrative Rules

Section F. Restoration of prior contributory service

F.1. A participant who elects to restore prior contributory service as a former participant under article 24(a) of the Regulations shall give notice in writing of such election to the secretary of the staff pension committee of the member organization by which he or she is employed not later than one year after the re-commencement of participation and in any case prior to the date of separation if earlier.

F.2.

(a) The secretary of the committee, if satisfied that the conditions of article 24(a) have been fulfilled, shall ascertain from the Chief Executive Officer the periods of prior contributory service of the participant, together with the amount of the lump-sum payment received by the participant in respect of the previous participation and the interest thereon to the date of the notice of election, and shall notify the participant in writing of the total amount due.

(b) The amount due from the member organization shall be the amount of the refund, if any, received by them under article 26 of the Regulations in force on 31 December 1982 with interest as in (a) above.

F.3. The participant shall make, or commence, payment of the amount within ninety days of the date of the notification by the secretary under rule F.2 above, either

(a) In full in a lump sum; or

(b) In equal monthly installments, with interest, over a period no longer than half the length of the prior contributory service elected to be restored, provided that the total amount due shall be payable prior to the date of the participant's separation.

F.4.

(a) Payment shall be made, in accordance with the method selected by the participant under rule F.3 above, by remittance to the organization within the time-limits applicable.

(b) In the event of default in the payment of a lump sum or the first payment of an installment, the right of the participant to restoration shall be deemed to be cancelled; in the event of default thereafter, the participant shall be given notice in writing by the secretary of the committee to effect payment within ninety days, failing which the right to restoration shall similarly be deemed to be cancelled.

(c) A participant whose right to restoration is cancelled shall be refunded forthwith the payments already made, with accrued interest, and shall forfeit any further right to such restoration.

F.5. A beneficiary who elects to restore on behalf of a deceased participant under article 24(c) of the Regulations, or to make or complete the remittances due by a participant who had so elected prior to his or her death, shall be bound, mutatis mutandis, by the provisions of rule E.4 above.

F.6. To the extent required for benefit calculation purposes, the notional pensionable remuneration for the entire disability benefit period recognized as contributory service pursuant to article 24 (b) of the Regulations shall be deemed to be the same as that on the day immediately preceding the commencement date of the disability benefit.

UNITED NATIONS JOINT STAFF PENSION FUND

NOTICE OF ELECTION TO RESTORE PRIOR CONTRIBUTORY SERVICE UNDER ARTICLE 24 OF THE UNJSPF REGULATIONS

PLEASE PRINT OR TYPE

IMPORTANT

PLEASE ENTER YOUR PENSION NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

1. Before completing this form, please read Article 24 of the Regulations. Administrative rules F.1 through F.6 describe the procedure to be followed.
 - (a) You have the option to restore **only** if you had been paid withdrawal settlement for your most recent period of prior contributory service or if you had elected or were deemed to have elected a deferred retirement benefit before 1 April 2007 and payment of such benefit had not yet commenced at the time of election.
 - (b) Election may apply only to your most recent period of prior contributory service. If there are several periods to restore, only the most recent one prior to current participation can be restored.
 - (c) Notice of election to restore your prior contributory service must be submitted within one year of the date of recommencement of participation and in any event prior to separation, if it occurs during that year. *Failure to observe this time limit results in the permanent forfeiture of your right to restore such service.*
 - (d) This notice of election should be submitted to The Secretary of your local Staff Pension Committee.
2. As soon as possible after submission of this notice, you will be informed of the options available to you for making payment and of the respective amounts due.
3. Upon receiving the information mentioned in point 2 above, you will have 90 days from the date of notification in which to make or commence payment. If you do not do so within 90 days, your right to restoration will be deemed to be cancelled.

I, , hereby elect to restore,

(SURNAME)

(FIRST)

(MIDDLE)

in accordance with the provisions of Article 24 of the UNJSPF Regulations, my most recent prior contributory service with the following member organization for the period specified:

ORGANIZATION	DATE FROM	DATE TO
<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE:

(day) (month) (year)

participant's signature

ALSO PUBLISHED IN THIS SERIES:

DISABILITY

DIVORCE

EMERGENCY FUND

INFORMATION FOR BENEFICIARIES

LEGAL GUARDIANSHIP AND ESTATE

PARTICIPATION

SEPARATION

SURVIVOR'S BENEFITS

THE TWO-TRACK

TRANSFER AGREEMENTS

VALIDATION

CONTACTING THE FUND

NEW YORK

Telephone: 1 (212) 963-693

Fax: 1 (212) 963-3146

Visit*

1 Dag Hammarskjold Plaza
4th Floor

Corner of 48th Street and
2nd Avenue

10017 New York, NY
USA

If documents are sent by regular postal mail:

United Nations Joint Staff Pension
Fund

c/o United Nations

P.O. Box 5036

New York, NY 10163-5036

USA

If documents are sent by express courier (DHL,etc.) or registered mail:

United Nations Joint Staff Pension
Fund

4th floor, 1 DHP

885 Second Avenue

New York, NY 10017

USA

*In person visits, daily (except Thursdays) from 9 a.m. to 5 p.m. Visits are limited to maximum 30 min. No appointment is needed. Walk-in, register and a Client Service staff member will assist you.

GENEVA

Téléphone: 41 (0) (22) 928 88 00

Fax: 41 (0) (22) 928 90 99

Visit*

Du Pont de Nemours Building
Chemin du Pavillon 2

1218 Grand Saconnex
Switzerland

By Letter

UNJSPF

c/o Palais des Nations

CH-1211 Geneva 10

Switzerland

*In person visits daily (except Thursdays) from 08.30 hrs till 17.00 hrs. Visits are limited to maximum 30 minutes. Please call + 41 22 928 88 00 or send an email to schedule an appointment.

www.unjspf.org

To contact the UNJSPF by email and ensure proper routing tracking and a timely response, all queries should be submitted using the CONTACT FORM on the Fund's website under the CONTACT US tab, which you can reach at the following link: <https://www.unjspf.org/contact-us>.

You can also follow us on LinkedIn and sign up for our newsletter to be updated regularly.