

Script 5: Certificate of Entitlement

The Fund is light on staff but heavy on Regulations and Rules.

The UN General Assembly and the Board of the Pension Fund go to great lengths to modify and adopt new Regulations and Rules in order to protect the Fund's assets.

The Certificate of Entitlement also known as the CE is one of the tools used to fight fraud and guarantee that monthly benefits are going to the correct recipient.

CEs are sent at the end of May to every beneficiary. They are sent to the address on file with the Fund. It is essential that the Fund has in its records your updated address.

CEs most likely arrive sometime in June.

IF you are unable to sign the CE form due to health reasons you have the following 2 options:

One: in lieu of your signature you can fix your thumbprint on a designated box on the CE Form. For more information on how to authenticate your thumbprint please refer to our website.

Or

Two: In cases of serious disability the Fund requires a legal guardian to be court appointed. The related court document naming the legal guardian, duration of the court appointment and details of their responsibilities would have to be submitted to the Fund. Please note the Fund does not accept the CE to be signed by another person holding simple or enduring power of attorney as these are not recognized by the Fund.

Please visit the CE topic page on the UNJSPF.org website to learn which steps you should take to ensure the Fund receives an acceptable signature document from you within the time frame allowed for the annual CE exercise.

If your signature has changed notably over time (and does not match the signature that the Fund has on file) the Fund requires that you send an authorized signature with an official ID that shows your modified signature. UNJSPF member organization (such as a Human Resources Officer), a UNJSPF Official, a Government Official or a Notary Public could authorize the signature.

The person authenticating the retiree's or beneficiary's signature must affix on the document their full name and title, the date, their stamp/seal of office, and, if applicable, also their license or index number, as well as an original signature.

Signatures affixed by the retiree or beneficiary from that point onwards will have to match the authenticated signature.

You should try to return the CE to the Fund within 45 days.

The Fund recommends that the CEs are sent by certified mail or through another secure and verifiable channel. Each beneficiary must date and sign with ink.

IF a CE is not returned to the Fund, the Fund will send another at the end of September, meaning that beneficiaries could expect to receive it in October.

If this CE is not returned by the end of the calendar year, the Fund will begin the process of suspending your benefit.

You can verify when the Fund receives your CE through the Member Self-Service portal.

(If you have not, please make an account, you can find information on the UNJSPF.org).

When you go to the Front Page of your Member Self-Service page you will see an ALERT that announces that the Fund received your CE – NB: IF you press the x on this alert – it will disappear.

But you can still see when the Fund received your CE through the Proof Document tab in the Menu. Click on this and you can see the date that the CE arrived IF the Fund has received it.

NB – If you have not received a CE by September (and your benefit was in Payment at least six months prior to 1 June) please visit the CE Topic Page on UNJSPF.org