

UNITED NATIONS



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

NEW YORK (Headquarters)
P.O. Box 5036, UNITED NATIONS, N.Y., N.Y. 10017
Tel: (212) 963 -6931; Fax: (212) 963 -3146
E-mail: emergencyfund@unjspf.org
Cable: UNATIONS NEWYORK
Web: <http://www.unjspf.org>

OFFICE AT GENEVA
c/o PALAIS DES NATIONS
CH - 1211, Geneva 10
Tel: +41 (0) 22 928 8800; Fax: +41 (0) 22 928 9099
E-mail: emergencyfund@unjspf.org
Web: <http://www.unjspf.org>

Dear Retiree/Beneficiary,

20 October 2017

Subject: MUDSLIDE SIERRA LEONE, August 2017: Special Emergency Fund assistance

The thoughts and prayers of the Pension Fund staff go out to all of those affected by the mudslide in Sierra Leone on 14 August 2017 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 this mudslide.

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 this mudslide 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, attestation form which is attached for those that suffered hardship as a direct result of the mudslide 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 attribute directly to this mudslide 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. The indication "Mudslide Sierra Leone, August 2017" as well as your full name and Unique ID (UID) or 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, under the Contact Us tab.

Once the Fund receives the original application form and an 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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E-mail: emergencyfund@uniso.org
Web: <http://www.unjspf.org>

Dear UNJSPF,

Subject: Special UNJSPF Emergency Fund assistance due to **Mudslide in SIERRA LEONE – August 2017**

With respect to the devastation caused by the mudslide when it hit Sierra Leone on 14 August 2017 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 Sierra Leone when the mudslide occurred in August 2017 and further attest that I incurred property damage and/or other hardships directly as a result of the mudslide. 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. Although it is suggested that you return an advance copy of this form via email to emergencyfund@unjspf.org, the Fund must also receive this form in its original form 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.