

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

c/o United Nations
P.O. Box 5036 - New York, NY 10163-5036 - USA
Tel: +1 (212) 963-6931 - Fax: +1 (212) 963-3146
Email: Contact Us through our website
<https://www.unjspf.org/contact-us>

s/c Palais des Nations
1211 Genève 10 - Suisse
Tél : +41 (0)22 928 88 00 – Fax : +41 (0)22 928 90 99
Courriel : Contactez-nous via notre site web
<https://www.unjspf.org/fr/contactez-nous>

Dear Retiree/Beneficiary,

20 August 2021

Subject: HAITI Earthquake and Floods – August 2021: Special Emergency Fund assistance

The thoughts and prayers of the Pension Fund staff go out to all of those affected by the earthquake and floods that affected Haiti in August 2021, 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 the earthquake and/or 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 the earthquake and/or 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 earthquake and/or floods 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 earthquake and/or floods 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 "Earthquake/Floods Haiti, August 2021" 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 with your original ink signature, before payment can be authorized. Retirees/Beneficiaries concerned can submit the duly signed, dated and completed Request Form either electronically, via their UNJSPF Member Self-Service account <https://www.unjspf.org/member-self-service/> by uploading it to the Fund inside the MSS DOCUMENT UPLOAD tab (guidelines on how to upload documents inside your UNJSPF MSS account are available on our website under the following link: <https://www.unjspf.org/member-self-service-document-upload-tutorial/>), or they can mail/pouch the original form back to the Fund. The Fund's address details are provided in the letter head or on the 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,


p/o Maria Clarissa O'Donnell
Chief of Operations