



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

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**INFORMATION NOTE ON DECLARATION OF COUNTRY OF RESIDENCE**

**PLEASE READ CAREFULLY BEFORE SUBMITTING  
THE OPTIONAL FORM PENS.E/10**

1. The completion of form PENS.E/10(10/12) and its submission together with proof of your country of residence is **OPTIONAL**; you do not have to submit either the form or proof of residence in order to receive your pension benefit.
2. Please note that the currency in which your pension is paid is not dependent on whether or not you provide proof of residence; your pension entitlement may be paid in the currency of your choice, with the conversion rate established in accordance with the provisions of the Pension Adjustment System (JSPB/G.4/Rev.16). The submission of form PENS.E/10 does not automatically incorporate a change in payment instructions. Therefore, if you would like to change your currency of payment at the same time as submitting form PENS.E/10, you must submit a separate duly completed, dated and signed original PF.23 form in order for a change in payment instruction to take effect.
3. If you do not submit form PENS.E/10, your pension will be established in U.S. dollars in accordance with the Regulations of the Fund; subsequently, it will be adjusted annually based on the movement of the United States consumer price index (US CPI).
4. Should you decide to submit form PENS.E/10 with proof of your country of residence, a pension record in the local currency would be established for you, in addition to the dollar pension record. Please note that form PENS.E/10 declaring your country of residence after separation cannot be dated and submitted before the start of the UNJSPF entitlement to a benefit and should be submitted together with acceptable proof of residence in the form of a certificate issued by a national or local government authority. An affidavit or statement from a non-governmental source will not be accepted as proof of residence in a particular country. As the proof of residence, in effect, extends your pension coverage, it should relate to a country in which you reside most of the time during the year, i.e., six months or more of any given year. Some indications of the types of acceptable certificates for various countries are attached.
5. The amount of the initial local currency pension record will subsequently be adjusted annually on the basis of the movement of the consumer price index of your country of residence, as published in the United Nations Monthly Bulletin of Statistics. As indicated in paragraph 3 above, the amount of the U.S. dollar pension record will be adjusted by the movement of the US CPI.
6. Under the two-track pension adjustment system, the pension amount you receive would not be less than the amount under your local currency track record. Thus, the purchasing power of your pension in relation to the cost-of-living in your country of residence would always be secured.
7. If the amount in the U.S. dollar track record, converted into its local currency equivalent for each quarter of the year in accordance with the provisions of the pension adjustment system, is higher than the amount in the local currency track record, you will be entitled to payment under the U.S. dollar track record subject, however, to a maximum payment of 110 per cent of the amount under the local currency track record. (Note: If separation from service took place prior to 1 July 1995, the local currency track record may be 120 per cent, as opposed to 110 per cent.)

\* The present note is for information only; it merely explains, but in no way replaces, the provisions of the Fund's Regulations or of its Pension Adjustment System (JSPB/G.4/REV.16). A complete understanding of your entitlements, benefits and options can be obtained only by studying the provisions themselves. It is also important that you read very carefully form PENS.E/10.

8. Depending on the applicable exchange rates and on inflation both in the U.S.A. and in the country of residence, the differences between the amounts in the local currency track record and in the dollar track record (the latter being the same at all locations) may vary considerably over time. It is, therefore, important that you read carefully the provisions of the pension adjustment system before deciding whether or not to submit form PENS.E/10.

9. To assist you in making your decision, you may write to the secretary of your local staff pension committee and request an estimate, based on the information available at the time of the request, of what your two-track pension amounts would be, if you were to submit proof of residence in a particular country. In making your decision you should take into account both short-term and long-term considerations. As indicated in paragraph 6 above, establishment of a local track record ensures protection of the future purchasing power of your pension in local currency terms against inflation and exchange rate fluctuations.

10. When your completed form PENS.E/10 is received by the Fund and the proof of residence is accepted, steps will be initiated to establish your local currency pension record. In the meantime, we will continue to pay your pension entitlement on the basis of the dollar track only. If your proof of residence is submitted within six months of the commencement of your entitlement, the local currency pension record will be applied from the date of your entitlement, along with any consequential retroactive payments which may become due to you. If the proof of residence is not provided within six months from the date of your entitlement, the local currency base amount will still be calculated as from that date, but applied only as from the beginning of the quarter following its receipt, without any retroactive payments.

11. Should you decide not to submit proof of residence at this time and, therefore, to have a dollar track record only, you may still submit form PENS.E/10 and proof of your country of residence at a later date. You should, however, note that:

- a. Once you have submitted proof of your country of residence you remain permanently on the two-track system.
- b. You will not be able to renounce the local currency track and revert to the dollar track only. (If you re-locate to the U.S.A., then your local currency track will be the same as your dollar track as long as you continue to reside in the U.S.A.).
- c. If you move to another country, you will have to submit a new proof of residence, in order to have your pension adjusted according to the consumer price index of the new country of residence. Please note that if you fail to provide such proof, your pension would, in that case, not be adjusted at all until you have provided satisfactory proof of your residence in the new country.

12. The provisions of the UNJSPF Pension Adjustment System are contained in the enclosed document JSPB/G.4/REV.16. The importance of your reading that document carefully cannot be over-emphasized. If you have any questions, please do not hesitate to address them to the Fund's central secretariat in New York or Geneva or to the secretary of your local staff pension committee.

## ACCEPTABLE PROOFS OF RESIDENCE FOR SELECTED COUNTRIES

Proof of residence is acceptable if it is issued by national or local governmental authorities. It must indicate the full name and address of the beneficiary. Documentary evidence will be accepted only if the "issue date" shown thereon is after the date of separation, except that beneficiaries retiring in the country of their nationality which was also their last duty station may submit PENS.E/10 and certificates with an "issue date" that precedes the date of separation but by not more than one month. For beneficiaries whose benefits are already in payment, the "issue date" should not be more than six months before the date of submission. Most governments provide residents (whether nationals or non-nationals) with a Certificate of Residence or Domicile. Certificates of Residence are issued in different countries by the Ministry of Interior, the Police, the Municipality, Population or Vital Statistics Registration Office, or Immigration authorities. Alternatively, certified resident Income Tax returns may be submitted. Examples of acceptable proofs of residence are:

### **Austria:**

- Meldebestätigung or Bestätigung der Meldung issued by Austrian Authorities;

### **Canada:**

- Certificate of Residence or Domicile issued by the Municipality;
- Certificate of Permanent Residence issued by Immigration Canada;
- Certified copy of latest resident Income Tax return;

### **France:**

- Carte de séjour
- Certificate of Residence
- Two official documents confirming the address of the "résidence principale" (if above documents cannot be obtained)

### **Italy:**

- Certificato di Residenza, issued by the Servizi Demografici, L'Ufficiale di Anagrafe;
- Dichiarazione di Soggiorno per Stranieri issued by the Ministry of Interior, General Department of Police, Foreigners' Division;

### **United Kingdom:**

- Certificate of Residence issued by the District Council, the local Police or the Inland Revenue;

### **Switzerland:**

- Copy of Autorisation d'Etablissement;
- Certificate of Residence issued by the Office Cantonal de la Population of the Canton.

### **United States:**

- Copy of national passport stamped by United States Immigration Authorities upon arrival, and/or alien registration card (green card).

## **Other examples:**

### **Australia:**

- Certificate of Residence issued by the local Council or by the Department of Immigration; or
- Statutory Declaration accompanied by two utility /service bills showing name and address.

**Belgium:** Extract from the Registry of Population;

**Burkina Faso:** Certificat de Résidence issued by the local Police;

**Chile:** Certificate of Domicile issued by the Carabineros de Chile;

**Columbia:** Certificado de Residencia issued by the Alcalde;

**Côte d’Ivoire:** Certificat de Résidence issued by the local Police;

**Denmark:** Bopælsattest issued by the Folkeregistret;

**Ethiopia:** Certificate of Domicile issued by the Dwellers Association;

**Germany:** Certificate of Residence issued by the Citizen Registry Office;

**Iraq:** Certificate of Residence issued by the Chieftain of the Quarter;

**Ireland:** Certificate of Residence issued by the Garda;

**Japan:** Jumin-hyo issued by the Municipality or Household Registry;

**Libyan Arab Jamahiriya:** Certificate from the Municipality;

**Mali:** Certificat de Résidence issued by the local Police;

**New Zealand:** Certificate of Residence issued by the local Council or by the Department of Immigration;

**Norway:** Certificate of Residence issued by Folkeregister;

**Netherlands:** Extract from the Register of Population;

**Peru:** Certificate issued by the Guardia Civil;

**Senegal:** Certificat de Résidence issued by the local Police;

**Spain:** Certificado de Residencia issued by the Ayuntamiento or the Autorización de Residencia issued by the Police;

**Sweden:** Extract from the Parish Register;

**Syrian Arab Republic:** Certificate of Residence issued by the Mayor, or corresponding authority of the City;

**Thailand:** Copy of House Domicile Registration;

**Togo:** Certificat de Résidence issued by the local Police.

**Note:** The above list is not exhaustive. Other documents may be acceptable to the Fund if a beneficiary is unable to secure a document listed above or a similar one. However, acceptability of the proof submitted must be determined on an individual basis.



UNITED NATIONS



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**DECLARATION OF COUNTRY OF RESIDENCE**

**IMPORTANT**

Please Enter Your  
Retirement Number

R/ 

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1 THE SUBMISSION OF THIS FORM IS OPTIONAL. Please refer to Annex III of the Regulations, Rules and Pension Adjustment System of the UNJSPF (JSPB/G.4/Rev.16), and the Information Note on Declaration of Country of Residence (PENS.E/10N), which should be studied carefully. If you decide to complete form PENS.E/10, please return it together with the required certificate of residence.

2 A declaration of your country of residence is not effective without a certificate of residence issued by a national or local government authority. The certificate of residence must be issued after the date of separation from service. Its acceptance will enable you to avail yourself of the provisions of the two-track Pension Adjustment System under which your entitlement each quarter will be the greater of the local track or the local currency equivalent of the US dollar track for the given quarter, subject to a maximum of the local track plus the applicable margin, currently 10%.

3 If you submit form PENS.E/10, it cannot be dated or submitted more than two weeks before the commencement date of the UNJSPF entitlement. All future communications concerning your entitlement will be sent to the address given on that form, unless a reasonable explanation is provided for doing otherwise. Should you change your address, whether or not this involves moving to a different country, it is essential that you inform us immediately.

4 If you do NOT submit form PENS.E/10, your benefit will be established in US dollars and will then be adjusted in accordance with the United States Consumer Price Index (US CPI). You may however, at any time in the future, declare your country of residence and submit form PENS.E/10.

**A. DECLARATION OF COUNTRY OF RESIDENCE**

Having taken note of paragraphs 1, 2, 3 and 4 above,

I, \_\_\_\_\_  
(Surname) (First) (Middle)

declare my residence as a UNJSPF beneficiary as follows:

My country of residence is: \_\_\_\_\_

My home address is:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

**B. PROOF OF RESIDENCE AND PAYMENT OPTIONS**

A certificate of residence issued by a national or local government authority is attached [ ]  
A duly completed, dated and signed original change of payment options form PF.23 is attached (NB: Submission of this form is optional and necessary ONLY if you would like to make a change in your payment options, including a change in currency of payment) [ ]

I understand that, having submitted proof of my country of residence and thereby having become entitled to the two-track Pension Adjustment System, I will remain permanently under that system and I will not be able to withdraw from that system. I undertake, in the future, to notify the Fund of any change in my country of residence as soon as it occurs. I understand that failure to do so, or providing a false statement, may lead to the loss of my entitlements under the pension adjustment system.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(DD/MM/YYYY) (please see paragraph 3 above)

\*NOTE: The completed forms bearing your ORIGINAL SIGNATURE must be submitted to the Fund, no faxes or e-mails will be accepted.