



UNITED NATIONS JOINT STAFF PENSION FUND

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CHANGE OF COUNTRY OF RESIDENCE

IMPORTANT

Please Enter Your

R/ [ ]

Retirement Number

THE SUBMISSION OF THIS FORM IS MANDATORY FOR BENEFICIARIES ALREADY UNDER THE FUND'S TWO-TRACK PENSION ADJUSTMENT SYSTEM. PLEASE NOTE THAT FAILURE TO NOTIFY THE FUND PROMPTLY OF A CHANGE OF COUNTRY OF RESIDENCE MAY RESULT IN LOSS OF COST-OF-LIVING ADJUSTMENTS.

A. DECLARATION OF CHANGE OF COUNTRY OF RESIDENCE

In accordance with form PENS.E/10 and the proof I submitted previously, my entitlement was determined under the Fund's two-track Pension Adjustment System on basis of my previous country of residence.

I, [ ] (SURNAME) [ ] (FIRST) [ ] (MIDDLE)

hereby notify the Fund that I have since moved to the country listed below as my new place of residence. My new

country of residence is:

[ ]

My new home address is:

[ ]
[ ]
[ ]
[ ]

Telephone No: [ ] e-mail: [ ]

B. PROOF OF RELOCATION AND PAYMENT OPTIONS

The date of arrival in my new country of residence is: [ ] (Day)/(Month)/(Year)

Attached are (please select document applicable to your case):

- 1. A certificate of residence\* issued by a national or local government authority [ ]
(\*Some indications of the types of acceptable certificates for various countries are attached)
2. 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) [ ]

AND

IF THE DATE OF ARRIVAL IN THE NEW COUNTRY OF RESIDENCE IS NOT INDICATED ON THE ABOVE DOCUMENT

- 3. A copy of my passport page with immigration/custom stamp [ ]; or transportation ticket stub [ ]; or boarding pass [ ]; or other official document [ ] indicating my arrival date.

Date : [ ] Signature : [ ] PENS.E/11 (10/12)

## 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, and the "issue date" must be after the beneficiary's arrival in the new country of residence. Beneficiaries on the two-track system must submit the form PENS/E.11 and the proof of residence when they notify the Fund of a change of country of residence. 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'Établissement;
- 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;
- 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:** Bopaelsattest 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.
- The submission of PENS. E/11 form does not automatically incorporate a change in payment instructions. A separate PF.23 form must be submitted if you wish a change in payment instructions to take effect.
- The completed forms bearing your ORIGINAL SIGNATURE must be submitted to the Fund; no faxes or e-mails will be accepted.