

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

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Dear Retiree/Beneficiary,

20 February 2023

Subject: Türkiye and Syria Earthquake – February 2023: Special Emergency Fund assistance

The thoughts of the Pension Fund staff go out to all of those affected by the earthquake that affected Türkiye and Syria in February 2023, 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 we are keeping you all in our hearts.

While we hope this has not affected any of our colleagues, former colleagues or UNJSPF beneficiaries, this is a brief note to recall to you that the Fund has specific provisions in its Emergency Fund that allow it to provide financial assistance to those retirees and other beneficiaries in receipt of periodic benefits from the UNJSPF who may have been affected by a natural disaster.

Given the circumstances, and as decided with similar events in the past that could affect many retirees and beneficiaries, the Fund has decided to facilitate the processing and payment to those affected by the earthquake 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 submission of the duly completed, dated and hand-signed "Special Emergency Fund Application Form" which is attached, by those retirees or beneficiaries who suffered hardship as a direct result of the earthquake 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 of the special payment from the Emergency Fund.

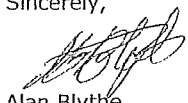
This one-time fixed payment of USD500.00, determined in respect to the circumstances described herein, should not preclude you from submitting an additional request for assistance, should your expenses attributed directly to the earthquake be more than the one-time fixed payment. Such additional claims would be addressed under the Emergency Fund's normal administrative guidelines and arrangements, as published on the Emergency Fund webpage and related resources available on the Fund's website at the following link: <https://www.unjspf.org/for-clients/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 UNJSPF-EmergencyFund@unjspf.org. The indication "Türkiye/Syria Earthquake, February 2023" 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 Special Emergency Fund Application Form** (attached) duly completed, dated and hand-signed with your original ink signature, before payment can be authorized. Retirees/Beneficiaries concerned can submit the duly completed form either electronically, via their UNJSPF Member Self-Service (MSS) account <https://www.unjspf.org/member-self-service/> by uploading a scanned copy to the Fund inside the MSS DOCUMENT UPLOAD tab, or, they can mail/pouch the physical signed form to the Fund. The Fund's address details are provided in the letter head or on the Fund's "Contact Us" webpage <https://contact.unjspf.org/> (please note that the Fund's addresses vary depending on how your mail will be sent to the Fund).

Once the Fund receives the duly completed 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 from the Fund hope that you and your family are staying well and safe, despite the difficult circumstances.

Sincerely,



Alan Blythe
Chief of Client Services