

INSTRUCTIONS AND IMPORTANT INFORMATION FORM PENS.C/8

EXPRESSION OF INTEREST TO RESTORE PRIOR CONTRIBUTORY SERVICE IN THE CASE OF A DEFERRED RETIREMENT BENEFIT UNDER ARTICLE 24 *bis* OF THE UNJSPF REGULATIONS

PURPOSE OF THE FORM PENS.C/8

Use this form to notify the Fund of your interest in restoring a prior period of contributory service for which you had elected, or were deemed to have elected, a deferred retirement benefit.

The information you provide on this form will be used by the Fund to verify your eligibility, calculate the equivalent to the actuarial value of your deferred retirement benefit, and notify you accordingly for your final decision whether to restore your prior contributory service. The Fund may also use this form to verify your records and be used as a proof reference document for signature verification purposes.



IMPORTANT NOTES

Do not fill out form PENS.C/8 until you have read these notes

Information provided below is subject to change. Please refer to the UNJSPF website for updated information <https://www.unjspf.org/for-clients/restoration/>

You may be eligible to restore contributory service that is equivalent to the actuarial value of your deferred retirement benefit if, on or after 1 April 2007, you elected or were deemed to have elected a periodic deferred retirement benefit under Article 30 of the Fund's Regulations and provided that such benefit is not yet in payment.

If you were paid a withdrawal settlement under Article 31 of the Fund's Regulations for your most recent period of prior contributory service, which you now wish to restore, please DO NOT use this form to apply for restoration but use the appropriate form PENS.C/1, which you can download inside your Member Self-Service (MSS) account under the eForms tab.

You must notify the Fund of your intention to restore within one year of your re-entry into participation in the Fund, or by 31 December 2023 if your re-entry into participation is prior to 1 January 2023, or prior to your date of separation, whichever is earlier. Failure to observe this time limit will result in forfeiture of your right to restore the prior contributory service.

Following receipt of this PENS.C/8 form, the Pension Fund, in case you work for the United Nations, or the Secretary of your Staff Pension Committee (SPC), if you work for another UNJSPF member organization, will determine your eligibility for restoration. If you are eligible, you will be provided with an estimate of the impact of restoring the contributory service from your deferred retirement benefit. **The restoration will not proceed unless and until you submit a final Election to Restore, instructions for which will be provided to you with the estimate.**

Your restored period of contributory service may be less than the period of contributory service for which the deferred retirement benefit was elected or was deemed to have been elected. In no event may the restored contributory service exceed the actual period of contributory service you had earned.

After you receive the estimate from the Pension Fund or the Secretary of your SPC, you must respond in writing within 60 days of your final election to restore by completing and submitting to the UNJSPF or the SPC form PENS.C/9, which will be provided to you with the estimate.

Restoration of a prior period of contributory service in case of a deferred retirement benefit under Article 24 *bis* will irrevocably forfeit any right to a deferred retirement benefit you may have previously elected or were deemed to have elected. If you elect to restore your prior period of contributory service, your prior account will be closed, and all rights and obligations (including your early and normal retirement ages) will be determined by your current participation.

If, upon review, the Pension Fund, or the Secretary of your organization's SPC determines that you are ineligible to restore, you will receive a written notification of such decision.

This information is provided to help complete the form PENS.C/8. If there is any ambiguity, inconsistency or conflict between the information provided on this form or information sheet and the UNJSPF Regulations, Rules and Pension Adjustment System, any decisions will be based on the Regulations, Rules, and Pension Adjustment System and not the information provided here.



INSTRUCTIONS

Do not fill out form PENS.C/8 until you have read the instructions below

Before completing this form, please read Article 24 *bis* of the UNJSPF Regulations on eligibility for restoration of a deferred retirement benefit. Administrative rules F.7 through F.9 describe the procedure to be followed: <https://www.unjspf.org/resources/regulations-and-rules/>.

Please visit the Fund's dedicated webpage for "Restoration," where you can access useful guidance and resources, including a booklet and a video explaining the principles and conditions applicable to "Restoration": <https://www.unjspf.org/for-clients/restoration/>

Please complete this form using BLOCK LETTERS in type or print and submit it duly dated and hand-signed in ink to the Secretary of your Staff Pension Committee (SPC), or to the UNJSPF if you are a staff member of a UN Family organization (e.g., UN, UNICEF, UNHCR, UNFPA, UNDP, etc.). See instructions below on how to submit the form.

SECTION 1: PARTICIPANT INFORMATION

If you do not know your Unique UNJSPF ID number (UID), please send an e-mail from your professional UN email address to: **as this will serve as verification of your identity. Please include your Index number and/or former six-digit Pension Fund number in your email request.** For further details, please consult: <https://www.unjspf.org/for-clients/unique-identification-number/>.

Pension Number and Retirement Number are not required; they can be found in your pension statement and benefit letter, respectively.

SECTION 2: RESTORATION OF PRIOR-CONTRIBUTORY SERVICE IN THE CASE OF A DEFERRED RETIREMENT BENEFIT

Section 2 of the PENS.C/8 form must include your most recent period of prior contributory service for which the deferred retirement benefit was elected or deemed to have been elected and not yet in payment.

SECTION 3: ACKNOWLEDGEMENT AND SIGNATURE

This form must be dated, hand-signed in ink and received by the Secretary of your Staff Pension Committee or the UNJSPF to be valid.

It is suggested you keep a copy of the completed form with your other important documents.

Should you need further information or guidance, please contact the Secretary of your Staff Pension Committee, or the UNJSPF if you are a staff member of a UN Family organization (e.g., UN, UNICEF, UNHCR, UNFPA, UNDP, etc.).



How to submit form PENS.C/8

The duly dated and hand-signed form must be returned to the Staff Pension Committee of your employing organization, or to the UNJSPF if you are a staff member of a UN Family organization (e.g., UN, UNICEF, UNHCR, UNFPA, UNDP, etc.).

Most registered users of the UNJSPF Member Self Service (MSS) can submit UNJSPF forms and other documentation electronically to the Fund via the "Document Upload" tab inside their MSS account. Users will first have to download the relevant UNJSPF form inside their MSS account under the eForms tab, complete, print, date, and hand-sign it, then scan the form and upload it in under the MSS 'Document Upload' tab either in JPG, JPEG or PDF format and thus submit it to the Fund. Once they have successfully submitted their form, there is **NO NEED** to also submit a physical version of the form to the Fund. Go to [About Member Self-Service \(MSS\) - UNJSPF](#) for information on how to register for access to UNJSPF MSS and related resource material like a tutorial on how to upload documents inside MSS.

Please note, access to the MSS Document Upload tab may be restricted in some cases. Some UNJSPF member organizations have restricted access to the MSS Document Upload tab; in that case, staff of such organizations would not see the MSS Document Upload tab as part of their MSS menu options. In any case, all participants should always first check with their employing organization about the correct process for submitting documents to the Fund.

You also have the option to mail **the physical form, duly completed, dated and hand-signed, directly** to the UNJSPF at either of the addresses below:

If documents are sent by regular postal mail to the New York Office	If documents are sent by express courier (DHL, etc.) or registered mail to the New York Office	If documents are sent to the Geneva Office (both postal mail and express courier)
United Nations Joint Staff Pension Fund c/o United Nations P.O. Box 5036 - New York, NY 10163-5036 - USA	United Nations Joint Staff Pension Fund 37 th floor, 1 DHP 885 Second Avenue, New York, NY 10017 - USA	United Nations Joint Staff Pension Fund s/c Palais des Nations 1211 Genève 10 - Suisse