## RESTORATION

3



# PROCESS FOR UN FAMILY PARTICIPANTS

#### UNJSPF/ORGANIZATION

#### PARTICIPANT

### DETERMINATION OF ELIGIBILITY

The UNJSPF determines your eligibility to restore and will inform you accordingly and/or if additional information is needed.

#### **RESTORATION MEMO**

The UNJSPF sends you a Restoration Memo informing the amount you must pay, how you can make the payment, and the deadline.

#### **REQUEST TO RESTORE**

You must submit your restoration request to the UNJSPF using the Member Self-Service Portal (MSS), or the online contact form.

#### **DECISION**

You must decide whether you want to proceed with the restoration. You must submit to the UNJSPF your signed and dated final decision by the deadline advised in the memo.

#### **PAYMENT**

You must make the restoration payment to the UNJSPF via your employing organization within the required timeframe. Only if and once all payments have been received by the Fund, would your restoration be considered final.

### SUBMISSION OF DOCUMENTS

Your employing organization will send the restoration documents and the proof of payment to the UNJSPF.

### UPDATE OF PENSION RECORDS

Once full payment has been confirmed, the Fund will update your pension records and your next Annual Pension Statement, which you can access inside your MSS portal.

### CHECK PENSION STATEMENT

You should check your next <u>Annual Pension Statement</u>, available inside MSS under the 'Documents' tab, to ensure your restored contributory service is reflected.