# VALIDATION



# PROCESS FOR UN AGENCY PARTICIPANTS

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#### UNJSPF/SPC

#### **PARTICIPANT**

### DETERMINATION OF ELIGIBILITY

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

#### **VALIDATION MEMO**

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

#### REQUEST TO VALIDATE

You must submit your validation request to your SPC focal point.

#### **DECISION**

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

#### **PAYMENT**

You must make the validation 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 validation be considered final.

### SUBMISSION OF DOCUMENTS

Your employing organization will send the validation 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 Annual Pension Statement, available inside MSS under the 'Documents' tab, to ensure your validated contributory service is reflected.