

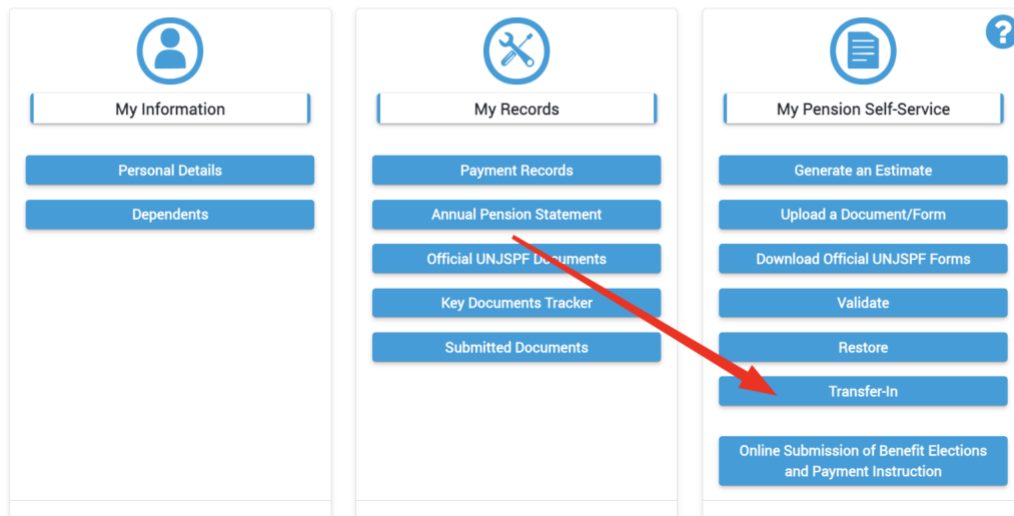
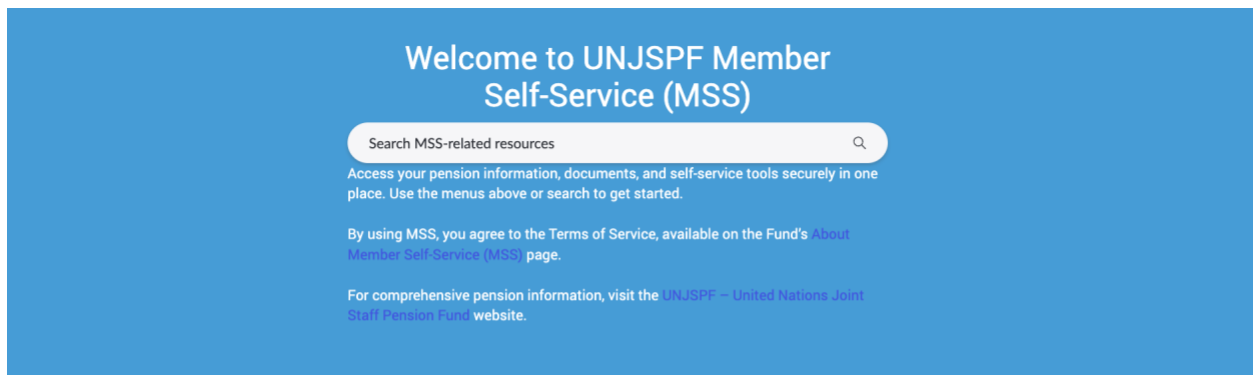


How to submit a transfer-in request in Member Self-Service

Step 1: Access the MSS landing page at: <https://member.unjspf.org/>

Step 2: Log in MSS.

Step 3: Click on **Transfer-in**.



Step 4: Read the instructions. Fill out the name of the employer organization, the full name and contact of the contact person/department and date of separation from the organization.

Transfer in

Transfer of Pension Rights from an external Pension Plan to the UNJSPF (Article 13 of the UNJSPF Regulations)

Transfer of pension rights is optional and allows you to transfer accrued pension rights from an external pension plan into the UNJSPF, provided a Transfer Agreement exists between the UNJSPF and the external organization. Transfer terms and conditions vary by agreement.

To be considered, the Fund must receive your expression of interest:

- within the application deadline set out in the relevant Transfer Agreement, or
- before your separation from service, whichever occurs first. Requests submitted after the application deadline cannot be accepted.

Before submitting, please ensure that you meet the applicable deadlines.

More information is available on the [Transfer Agreements webpage](#) and in Article 13 of the [UNJSPF Regulations and Rules](#).

How to submit a Transfer-In request

1. Complete the mandatory fields below marked with a star
2. Add any documents you wish to attach (attachments format must be PDF, JPG or JPEG format).
3. Once ready, click Submit.

Once submitted, your request cannot be modified.

Your request will be forwarded to the pension office responsible, which will review your expression of interest, determine your eligibility, and contact you if additional information is needed or to inform you whether your request is receivable.

Need help?
If you have questions about this process, please [contact us](#).

* Indicates required

Requested For

Pension number

Current reporting entity

* Name of the former employing organisation

* Full name of the contact person/department



* Contact email of the person/department

* Date of separation from former employing organization

Submit

Required information

- Name of the former employing organisation
- Full name of the contact person/department
- Contact email of the person/department
- Date of separation from former employing organization



Step 5: Once you are done, click on **“Submit”**.

Transfer in


Transfer of Pension Rights from an external Pension Plan to the UNJSPF (Article 13 of the UNJSPF Regulations)

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Submit



Step 6: The following screen will appear confirming whether your request was submitted or if it failed to meet the transfer-in requirements.

Transfer in Request

Priority	Member Organization	Requested for
4 - Standard	UN-HEADQUARTE...	IRDqnfv dRHnYH...

Activity Attachments

Paragraph **A** **B** *I* U [List icons] [Link icon] [Table icon] [Image icon] [Text icon]

Send

IRDqnfv dRHnYHR YCDZR sR YnqmR just now • Client Visible Formal Notes

Tranfer-In requirements not met. The time-limit within which the participant may submit the application to transfer pension rights has been exceeded based upon the participant's Date of Entry/Re-entry.

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