



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING 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 FORM PENS.C/8

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

The information that you provide on the form will be used by the Fund to verify your eligibility, calculate the equivalent actuarial value of your deferred retirement benefit, and notify you accordingly for your final decision to restore or not to restore your prior contributory service.

IMPORTANT NOTES

Please do not fill out form PENS.C/8 until you have read the notes below

The information provided below is subject to change. For updated information, please refer to www.unjspf.org/for-clients/restoration.

You may be eligible to restore prior 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 UNJSPF Regulations, Rules and Pension Adjustment System and provided that such benefit is not yet in payment.

If you were paid a withdrawal settlement under article 31 of the UNJSPF 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. Please use form PENS.C/1 instead.

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

Following receipt of the form, UNJSPF, if you work for the United Nations, or the secretary of your Staff Pension Committee, 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 your prior contributory service in the case of a deferred retirement benefit. **The restoration will not proceed unless and until you submit a final election to restore form (form PENS.C/9), the instructions for which will be provided to you with the estimate.**

Your restored period of prior 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, you must respond in writing within 60 days by completing form PENS.C/9, which will be provided to you with the estimate, and return it to UNJSPF or the Staff Pension Committee.

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

If, upon review, UNJSPF or the secretary of your Staff Pension Committee determines that you are ineligible to restore your prior contributory service, you will receive a written notification of such decision.

This information is provided to assist you in completing form PENS.C/8. If there is any ambiguity, inconsistency or conflict between the information provided herein and the UNJSPF Regulations, Rules and Pension Adjustment System, the Regulations, Rules and Pension Adjustment System shall prevail.

INSTRUCTIONS

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

Before completing the form, please read article 24 *bis* of the UNJSPF Regulations on eligibility to restore prior contributory service in the case of a deferred retirement benefit. In section F of the UNJSPF Administrative Rules, the procedure to be followed is described, available at www.unjspf.org/resources/regulations-and-rules.

Please visit the UNJSPF dedicated web page on restoration, where you can find useful guidance and resources, including a booklet and a video in which the applicable principles and conditions are explained, available at www.unjspf.org/for-clients/restoration.

Please type or print the information in BLOCK LETTERS when filling in the form.

SECTION 1: PARTICIPANT INFORMATION

Please provide your Unique Identification number (UID), full name, date of birth, current employing organization, duty station and contact information. If you do not know your Unique Identification number, please send an email from your work email address to requestUIDonly@unjspf.org. Your work email will serve as verification of your identity. Please include your index number and/or six-digit Pension Fund number in your email request. For further details, please consult www.unjspf.org/for-clients/unique-identification-number.

The pension number and retirement number fields are optional on the form. These numbers can be found on your pension statement and in your benefit letter, respectively.

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

Please specify the name of the employing organization associated with your period of prior contributory service, indicating the start and end dates of that period of service.

Please submit a separate form for each period of prior contributory service that you are interested in restoring.

SECTION 3: ACKNOWLEDGEMENT AND SIGNATURE

The form must be completed in full, dated and signed to be valid.

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

If you require further information or guidance, please contact the secretary of your Staff Pension Committee or UNJSPF if you are a staff member of the United Nations family, for example the United Nations Secretariat, UNDP, UNFPA, UNHCR or UNICEF.

HOW TO SUBMIT FORM PENS.C/8

The dated and hand-signed form must be returned to the secretary of your Staff Pension Committee or to UNJSPF if you are a staff member of the United Nations family.

Most registered users of the member self-service (MSS) can submit UNJSPF forms and other documentation electronically under the "MSS Document Upload" tab of their MSS account. Users must download the relevant UNJSPF form under the "E-Forms" tab and complete, print, date and hand sign it. Then they must scan the form and upload it, either in JPG, JPEG or PDF format, and send it to UNJSPF. Once the form has been successfully submitted, there is **NO NEED** to submit a physical version of the form to UNJSPF. Go to the "About member self-service (MSS)" web page, available at www.unjspf.org/resources/about-member-self-service, for information on how to register for an MSS account and related resources, such as a tutorial on how to upload documents using MSS.

Please note that access to the "MSS Document Upload" tab may be restricted, at the request of some UNJSPF member organizations. In such cases, the staff of such organizations will not see the "MSS Document Upload" tab as one of the MSS menu options. In any case, all participants should always first check with their employing organization to ascertain the correct process for submitting documents to UNJSPF.

You can also mail the physical form, which must be duly completed, dated and hand-signed, directly to UNJSPF at any of the addresses below:

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