



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.E/3-A

SPOUSE MARRIED AFTER SEPARATION

Expression of interest to purchase an annuity under article 35 *ter* of the UNJSPF Regulations

PURPOSE OF FORM PENS.E/3-A

The form should be used to notify UNJSPF of your interest in purchasing an annuity for a spouse married after separation.

The information that you provide on form PENS.E/3-A will be used by UNJSPF to verify your eligibility, calculate the amount of the annuity, and notify you accordingly for your final decision.

IMPORTANT NOTES

Please do not fill out form PENS.E/3-A 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/survivors-benefit.

A spouse married after separation is not eligible for a widow's or widower's benefit unless the retiree (or the recipient of a disability benefit) purchases an annuity for said spouse.

Who is considered a "spouse married after separation" for UNJSPF pension benefit purposes?

A person who enters into a marriage with a retiree after the date of the retiree's separation from the service of his or her employing organization.

Who can purchase an annuity?

A retiree receiving a periodic benefit may elect to purchase an annuity for a spouse married after separation.

What process must a retiree follow to purchase an annuity for a spouse married after separation?

The retiree should submit an expression of interest to purchase an annuity (form PENS.E/3-A) as soon as possible after the marriage.

Following the receipt of form PENS.E/3-A, UNJSPF will determine the eligibility. If eligible, the retiree will be provided with an estimate of the amount of the annuity for purchase.

If, upon receiving the estimate, the retiree decides to purchase the annuity, he or she must confirm the final election by submitting form PENS.E/3-B. The purchase of an annuity will not proceed without a signed PENS.E/3-B. In all cases, the election must be made within one year of the date of the marriage. If, upon review, UNJSPF determines that the retiree is ineligible to purchase an annuity, he or she will receive a written notification of such a decision.

This information is provided to help you complete form PENS.E/3-A. 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.E/3-A until you have read the instructions below

Before completing the form, please read article 35 *ter* of the UNJSPF Regulations on eligibility to purchase an annuity in the case of a spouse married after separation, available at www.unjspf.org/resources/regulations-and-rules.

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

Please type or print the information using BLOCK LETTERS to complete the form.

SECTION 1: RETIREE INFORMATION

Please provide your Unique Identification number (UID), full name, date of birth and contact information. If you do not know your Unique Identification number, please send an email to requestUIDOnly@unjspf.org.

For the member self-service (MSS) support team to verify your identity and assist you, you must provide the following information in your email: your full name, your last employing organization before separation from service, your last duty station and your five-digit alphanumeric retirement number. For more information, see 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: SPOUSE INFORMATION

Please provide the full name, date of birth and contact information of your spouse married after separation.

SECTION 3: MARRIAGE INFORMATION

Please provide the date and place of the marriage.

SECTION 4: ACKNOWLEDGEMENT AND SIGNATURE

The form must be dated, hand-signed in ink and received by UNJSPF to be valid.

HOW TO SUBMIT FORM PENS.E/3-A

The duly dated and hand-signed form must be returned to UNJSPF.

Registered users of MSS can submit UNJSPF forms and other documentation electronically under the "MSS Document Upload" tab of their MSS account. First, users will have to 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 under the "MSS Document Upload" tab, either in JPG, JPEG or PDF format, and submit 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.

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