



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.E/6-A

ELECTION TO DEFER PAYMENT

**under article 32 of the UNJSPF Regulations
(for participants with less than 5 years of contributory service)**

PURPOSE OF FORM PENS.E/6-A

As a participant with less than 5 years of contributory service in the Fund, you will, upon separation, become entitled only to a withdrawal settlement under article 31 (b) (i) of the UNJSPF Regulations, Rules and Pension Adjustment System. You may, however, elect to defer the payment of the benefit for up to 36 months after separation under the terms of article 32 of the UNJSPF Regulations. **No interest is accrued during the period of deferment.**

The form should be used to elect to defer the payment of a withdrawal settlement under article 32 of the UNJSPF Regulations for a period of 36 months. To elect to receive payment, please use form PENS.E/6-B instead.

IMPORTANT NOTES

Please do not fill out form PENS.E/6-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/benefit-options.

You may request the payment of the benefit at any time during the 36-month period by submitting payment instructions (form PENS.E/6-B).

If you resume your participation in the Fund within the 36-month deferment period without the benefit having been paid, your participation will be deemed to be continuous, and no payment shall be made until you separate from service again.

The period between your date of separation and date of re-entry into participation in the Fund will be considered a break in service, which cannot be made pensionable. For more information, see www.unjspf.org/for-clients/break-in-service.

If you do not resume your participation in the Fund within the 36-month deferment period, **you must submit payment instructions (form PENS E/6-B) to the Fund by the end of the 36-month deferment period.**

The right to a withdrawal settlement **shall be forfeited if for two years after payment has been due the beneficiary has failed to submit payment instructions or has failed or refused to accept payment.** In this regard, please refer to article 46 of the UNJSPF Regulations, available at www.unjspf.org/resources/regulations-and-rules.

This information is provided to assist you in completing form PENS.E/6-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/6-A until you have read the instructions below

Before completing the form, please read articles 32 and 46 of the UNJSPF Regulations, available at www.unjspf.org/resources/regulations-and-rules.

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 and contact information. If you do not know your Unique Identification number, you can request it by sending an email from your work email address to requestUIDOnly@unjspf.org. For more information, see www.unjspf.org/for-clients/unique-identification-number.

The pension number field is optional on the form. Your pension number can be found on your pension statement or in the welcome letter from UNJSPF.

The remaining information to be provided in this section is your personal data, which are required to assist UNJSPF in validating your identity.

SECTION 2: EMERGENCY CONTACT

Please provide the details of your emergency contact, for use by UNJSPF ONLY when all efforts to reach you through normal channels fail.

SECTION 3: ACKNOWLEDGEMENT AND SIGNATURE

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

Please also submit a copy of a valid Government-issued photo ID showing your full name, date of birth and scripted signature.

HOW TO SUBMIT FORM PENS.E/6-A

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, for example the United Nations Secretariat, UNDP, UNFPA, UNHCR or UNICEF.

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 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 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 first check with their employing organization to ascertain the correct process for submitting documents to UNJSPF.

If you are a staff member of the United Nations family, 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