



## INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.E/7-A

### ELECTION TO DEFER CHOICE OF BENEFIT under article 32 of the UNJSPF Regulations (for participants with 5 years or more of contributory service)

#### PURPOSE OF FORM PENS.E/7-A

As a participant with five years or more of contributory service in the Fund, you may decide, upon separation, to defer your benefit election for up to 36 months under article 32 of the UNJSPF Regulations, Rules and Pension Adjustment System. Please note that interest is accrued in your account only until your date of separation.

The form should be used to elect to defer the choice of benefit for up to 36 months under article 32 of the UNJSPF Regulations. If you wish to elect a benefit and receive payment, please use form PENS.E/7-B instead.

### IMPORTANT NOTES

Please do not fill out form PENS.E/7-A until you have read the notes below

This information is provided to assist you in completing form PENS.E/7-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.

The information provided below is subject to change. For updated information, please refer to [www.unjspf.org/for-clients/benefit-options](http://www.unjspf.org/for-clients/benefit-options).

If you elect to defer the choice of benefit and you resume participation in the Fund within the 36-month deferment period, your participation shall be deemed to be continuous, and no payment shall be made until you again separate from service.

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 is not pensionable. For more information, see [www.unjspf.org/for-clients/break-in-service](http://www.unjspf.org/for-clients/break-in-service). It may, however, be possible to validate any non-contributory service under article 23 of the UNJSPF Regulations. For more information, please visit [www.unjspf.org/for-clients/validation](http://www.unjspf.org/for-clients/validation).

You may request the payment of your benefit at any time during the deferment period, but at the latest by the end of the 36-month deferment period, by submitting form PENS.E/7-B to the Fund.

If you fail to submit form PENS.E/7-B to the Fund within the 36-month deferment period, the Fund will automatically deem that you have elected a deferred retirement benefit under article 32 (c) of the UNJSPF Regulations.

The right to a retirement, early retirement, deferred retirement or disability benefit, surviving spouse's benefit, divorced surviving spouse's benefit, child's benefit or secondary dependant's benefit shall be forfeited if, for five years after the first payment has been due, the beneficiary has failed to submit payment instructions or has failed or refused to accept payment.

### INSTRUCTIONS

Please do not fill out form PENS.E/7-A until you have read the instructions below

Before completing the form, please read articles 24, 24 bis, 32 and 46 of the UNJSPF Regulations, available at [www.unjspf.org/resources/regulations-and-rules](http://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, please send an email to [requestUIDOnly@unjspf.org](mailto:requestUIDOnly@unjspf.org).

If you are a participant, you must request your Unique Identification number by sending an email from your work email address, as this will serve as verification of your identity. Please include your index number and/or six-digit Pension Fund number in your email request.

If you separated and no longer have access to your work email address, you must include the following information in your email so that the member self-service (MSS) support team can verify your identity and assist you: your full name, your last employing organization before separation from service, your last duty station and your five-digit alphanumeric retirement number.

For further details, please consult [www.unjspf.org/for-clients/unique-identification-number](http://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.

## 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/7-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 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](http://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 in some cases, 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.

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