



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PF.23/M

CHANGE OF CONTACT INFORMATION

PURPOSE OF FORM PF.23/M

The form should be used to update your contact information, including your mailing address, telephone number, email and emergency contact details.

IMPORTANT NOTES

Please do not fill out form PF.23/M until you have read the notes below

All retirees and beneficiaries receiving a periodic benefit from the Fund are strongly encouraged to update their contact information in the Fund's records to ensure that they receive all correspondence relating to their benefits in a timely manner. If you fail to provide UNJSPF with your updated contact information, you may not receive important correspondence, such as a certificate of entitlement, which could result in the suspension of your periodic benefit.

If you are on the two-track system, please **DO NOT** use this form to report a change of your country of residence. You should use form PENS.E/11 instead.

It is your responsibility to ensure that your contact information is up to date so that it always reflects your current situation.

If you need further information or guidance, please contact UNJSPF using the contact form on the UNJSPF website, available at <https://contact.unjspf.org>, to ensure the proper routing and tracking of your correspondence and timely response by the Fund.

This information is provided to assist you in completing the form. 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 PF.23/M until you have read the instructions below

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

SECTION 1: RETIREE OR BENEFICIARY INFORMATION

Please provide your Unique Identification number (UID) and full name. 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 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: CONTACT INFORMATION

Please provide your full address, telephone number and email address. It is preferable to provide a street address rather than a PO Box address.

Please follow the country's practice for entering the postal code. Please do not abbreviate the country name.

Please ensure that you include any apartment, room or suite number in the "number and street address" space provided. For PO Box addresses, please enter your Box number instead of your street address **only** if your post office does not deliver mail to your

street address. If you receive your mail in care of a third party (such as a legal guardian), enter “c/o” followed by the third party’s name and street address or PO Box.

Please note that “c/o” and PO Box addresses are NOT accepted if your benefit is paid under the two-track system.

SECTION 3: 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 4: ACKNOWLEDGEMENT AND SIGNATURE

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

If you are a legal guardian signing on behalf of the retiree or beneficiary and if you have not done so already, please submit a full copy of the appropriate judicial authority’s decision to appoint you as legal guardian for the management of the retiree’s or beneficiary’s financial or pension-related affairs, your contact details and a copy of your passport or official identification document that bears your photograph and signature. All documents must be in English or French or accompanied by a professional translation. For further details, please consult www.unjspf.org/for-clients/legal-guardianship-and-estate.

HOW TO SUBMIT FORM PF.23/M

Retirees and beneficiaries who are registered users of 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 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