



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.B/1

EXPRESSION OF INTEREST TO VALIDATE NON-CONTRIBUTORY SERVICE under article 23 of the UNJSPF Regulations

PURPOSE OF FORM PENS.B/1

Validation is an option that allows you to add contributory service by paying the corresponding contributions for prior service performed in any member organization of the Fund and during which you were not eligible to participate in the Fund.

The form should be used to notify the Fund of your interest in validating non-contributory service under article 23 of the UNJSPF Regulations, Rules and Pension Adjustment System.

The information that you provide on the form will be used by the Fund to verify your eligibility and determine the actual period of non-contributory service open to validation and the total contributions due and the conditions for making the payment.

IMPORTANT NOTES

Please do not fill out form PENS.B/1 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.

An expression of interest to validate non-contributory service must be submitted within **one year** of your date of entry or re-entry into the Fund and, in any event, prior to separation, if it occurs during that year. Failure to observe this time limit will result in the permanent forfeiture of your right to validate such service.

You must enter or re-enter the Fund within **two years** as from the date that your last period of non-contributory service ended.

If you have multiple periods of non-contributory service and there is a break in your non-contributory service, only the most recent period of service can be validated, if the break between that period and any period earlier was more than one year.

The prior period(s) of non-contributory service open to validation **must not be expressly excluded** from participation (e.g. JSSA contracts, freelance interpreters and translators contracts).

If you choose to validate, you must validate the entire period of service open to validation.

By completing the form, you are not yet committing to pay. Following receipt of your expression of interest to validate, UNJSPF or the secretary of your Staff Pension Committee will review your application and, if you meet the eligibility requirements, calculate the contributions that you will have to pay for the prior period(s) of non-contributory service open to validation. The contributions will be calculated based on the pensionable remuneration rates applicable during those periods. You will then be informed in writing of the amount due by you. If, upon review, UNJSPF or the Staff Pension Committee deems that you are ineligible to validate, you will receive a written notification to this effect.

If you decide to pay to validate, you will have a period of 90 days to pay the amount to your employer (not to the Fund), from the date of notification of the amount due. If you fail to do so within 90 days, your right to validate is irrevocably cancelled. If you pay the required amount in time, the Fund will ask your employer to pay its share (twice the amount of your contributions).

This information is provided to assist you in completing form PENS.B/1. 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.B/1 until you have read the instructions below

Before completing the form, please read article 23 of the UNJSPF Regulations to ascertain whether you are entitled to validate your non-contributory service performed in any member organization of the Fund (as listed in article 3 (a) of the UNJSPF Regulations) and during which you were not entitled to participation. In section E of the UNJSPF Administrative Rules, the procedure to be followed is described, 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, 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 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: PRIOR PERIOD(S) OF NON-CONTRIBUTORY SERVICE

Please specify all the periods of non-contributory service that to your knowledge are open to validation.

Please note that you may be asked to provide a copy of your contracts.

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.B/1

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 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.

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.

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