



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

EXPRESSION OF INTEREST TO RESTORE PRIOR CONTRIBUTORY SERVICE under article 24 of the UNJSPF Regulations

PURPOSE OF FORM PENS.C/1

Restoration is an option that allows you, if you re-enter the Fund, to add your prior contributory service to your current participation.

The form should be used to notify the Fund of your interest in restoring your most recent period of prior contributory service under article 24 of the UNJSPF Regulations, Rules and Pension Adjustment System.

IMPORTANT NOTES

Please do not fill out form PENS.C/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/restoration.

An expression of interest to restore prior contributory service must be submitted within **one year** of your date of re-entry into the Fund or prior to separation, if earlier. Failure to observe this time limit will result in the permanent forfeiture of your right to restore such service.

Only the **most** recent period of prior contributory service is open for restoration.

The form may be used to express an interest in restoring your most recent period of prior contributory service if:

- You elected and were paid a withdrawal settlement when you separated from service;
- You elected or were deemed to have elected a deferred retirement benefit **before** 1 April 2007 and the payment of such benefit has not yet commenced at the time of your election to restore.

Please **DO NOT** use the form to express an interest in restoring your most recent period of prior contributory service if you elected or were deemed to have elected a deferred retirement benefit **on or after** 1 April 2007. Please use form PENS.C/8 instead.

By completing the form, you are not yet committing to pay. Following receipt of your expression of interest to restore prior contributory service, UNJSPF or the secretary of your Staff Pension Committee will review your application and, if you meet the eligibility requirements, calculate the amount that you will have to pay to add your prior contributory service to your present participation. You will be informed in writing by UNJSPF or the secretary of your Staff Pension Committee of the amount that you owe and the possible methods of payment. If UNJSPF or the Staff Pension Committee deems that you are ineligible to restore your prior contributory service, you will receive a written notification to this effect.

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

Before completing the form, please read article 24 of the UNJSPF Regulations to ascertain whether you are entitled to restore your prior contributory service. In section F of the UNJSPF Administrative Rules, the procedure to be followed is described, available at www.unjspf.org/resources/regulations-and-rules.

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

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

SECTION 2: MOST RECENT PERIOD OF PRIOR CONTRIBUTORY SERVICE

Please specify the name of the employing organization associated with your most recent period of prior contributory service, indicating the start and end dates of that period of service.

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.C/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 always 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