



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.E/10

DECLARATION OF COUNTRY OF RESIDENCE (for the two-track system only)

PURPOSE OF FORM PENS.E/10

The two-track system is an optional feature of the UNJSPF Pension Adjustment System that is designed to protect the purchasing power of periodic benefits paid to beneficiaries residing outside the United States of America.

The form serves as your official election to receive your benefit under the two-track system. By completing and submitting the form, together with an acceptable proof of residence document, you are choosing to have your benefit adjusted according to cost-of-living changes in your country of residence. This election is irrevocable.

IMPORTANT NOTES

Do not fill out form PENS.E/10 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/two-track-pension-adjustment-system.

1. UNDERSTANDING THE TWO-TRACK SYSTEM

Opting in to the two-track system is one of the most significant decisions that you can make with respect to your pension. Opting for the two-track system means that your pension will be adjusted according to the cost of living in your country of residence, based on inflation data reported by the United Nations. **Once you elect to be paid under the two-track system, the decision is irrevocable, except in very limited circumstances.** Over time, there will be periods when being on the two-track system may be more advantageous and other periods when this may not be the case. The two-track system is not designed to provide financial gain to a particular retiree or beneficiary or group of retirees or beneficiaries, but rather to provide some income stability to your benefits in real terms within your declared country of residence. In certain circumstances, UNJSPF may suspend a country from the two-track system. If this occurs, your benefit will be recalculated on the United States dollar track.

Before completing the form, please ensure that you have read the information on the two-track system and the two-track booklet on the UNJSPF website, available at www.unjspf.org/for-clients/two-track-pension-adjustment-system. If you need 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. If you are a retiree, please use the contact form on the UNJSPF website, available at https://unjspfconnect.service-now.com/unjspf?id=contact_us_page.

IMPORTANT NOTE: Form PENS.E/10 is an optional form, which should be submitted only if you elect to opt in to the two-track system. The form is not required to process your pension benefit. Without this form, your pension will be calculated on the United States dollar track and will be periodically adjusted based on movements of the United States consumer price index. If you do submit the form, your benefit will be **calculated and adjusted based on the two-track system**.

2. CURRENCY OF PAYMENT

You do not need to opt for the two-track system to have your benefit paid in your local currency. If you want your benefit to be paid in a currency other than the United States dollar or wish to update your payment instructions, please submit a duly completed PF.23 form. For a full list of the currencies in which your benefit can be paid, please consult www.unjspf.org/for-clients/fluctuations-of-monthly-benefit.

3. ESTIMATES

Before deciding to switch to the two-track system, you should run an estimate of your benefit under the two-track system in your member self-service (MSS) account, available at <https://member.unjspf.org/prod/app?service=page/MemberPages:MemberLogin>, or request an estimate from the Fund. The estimate will help you to determine whether opting in to the two-track system would result in a higher benefit on the day that the estimate is run. Please note that while the two-track system may be advantageous today, there may be periods in the future when the benefit calculated on the two-track system is lower than the benefit you would have received on the United States dollar track.

4. REQUIREMENTS AND INFORMATION RELATED TO COUNTRY OF RESIDENCE

You may decide to switch to the two-track system at any time after separation from service. Once you have decided to switch to the two-track system, please complete form PENS.E/10 and return it together with a certificate of residence, which is required as proof of residence. The certificate of residence, issued by a local government officer or the local police, will be accepted only if the date of issue shown thereon is on or after the date of entitlement and in any case no more than three months prior to the submission of your application to switch. If you are retiring in your country of nationality, which is also the country where your last duty station is located, you may submit a certificate with an issue date that precedes the date of entitlement, but by no more than one month. If you do not submit an acceptable proof of residence document with form PENS.E/10, it will be considered invalid.

The date on which the two-track system will become effective depends on when your form and acceptable proof of residence document are received by the Fund. If your form and proof of residence are submitted within six months of the commencement of your entitlement, the two-track system will become effective from the date of your entitlement, along with any retroactive payments that may become due to you. If the form and proof of residence are not submitted within six months of the commencement of your entitlement, the initial local currency base amount will still be calculated from the date of commencement of your entitlement, but will become effective only as from the first day of the quarter following the acceptance of the form, without any retroactive payments.

If you move to a different country, you must inform the Fund immediately by submitting form PENS.E/11. If your address changes, but your declared country of residence remains the same, you must inform the Fund by submitting form PF.23/M.

This information is provided to assist you in completing form PENS.E/10. It does not replace the provisions of the UNJSPF Regulations, Rules and Pension Adjustment System. Please refer to the provisions of the UNJSPF Regulations, Rules and Pension Adjustment System for a complete understanding of your entitlements, benefits and options. 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

Do not fill out form PENS.E/10 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), 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.

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: DECLARATION OF COUNTRY OF RESIDENCE

Please specify your country of residence and full address. Please note that PO Box and c/o addresses are **NOT** accepted.

SECTION 3: PROOF OF RESIDENCE AND SUPPORTING DOCUMENTS

Please check the applicable boxes. Please specify whether you are providing a certificate of residence and a duly completed, dated and signed original change of payment options form (PF.23), where applicable.

This certificate of residence must be a statement from a local government officer or the local police, confirming that you reside in the declared residence. The statement must bear a letterhead and the signature of the local government officer or the local police and the seal of office. The proof of residence must be for a country in which you reside most of the time during the year, that is six months or more of any given year. Some examples of certificates of residence that are deemed acceptable for various countries are provided below. For more information, see www.unjspf.org/for-clients/two-track-pension-adjustment-system.

You may be asked to provide additional supporting documents during the review of your form.

SECTION 4: ACKNOWLEDGEMENT AND SIGNATURE

The form must be completed in full, dated and signed to be valid. It cannot be dated or submitted more than two weeks before the date of commencement of the entitlement.

HOW TO SUBMIT FORM PENS.E/10

The dated and hand-signed form must be returned to UNJSPF.

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

SUPPORTING DOCUMENTS

Acceptable proof of residence documents for selected countries

A proof of residence document is acceptable if it is issued by a local government officer or the local police. It must indicate the full name and address of the beneficiary. Documentary evidence will be accepted only if the issue date shown thereon is after the date of entitlement, except that beneficiaries retiring in their country of nationality, which is also the country where their last duty station is located, may submit form PENS.E/10 and certificates with an issue date that precedes the date of entitlement, but by no more than one month. For beneficiaries whose benefits are already in payment, the issue date should not be more than six months before the date of submission. Most Governments provide residents (whether nationals or non-nationals) with a certificate of residence or domicile. Certificates of residence are issued in different countries by ministries of the interior, the police, municipalities, population or vital statistics registration offices or immigration authorities. Alternatively, certified resident income tax returns may be submitted. Examples of acceptable proof of residence documents include the following:

Austria

- Meldebestätigung or Bestätigung der Meldung issued by Austrian authorities

Canada

- Certificate of residence or domicile issued by a municipality
- Certificate of permanent residence issued by Immigration, Refugees and Citizenship Canada
- Certified copy of most recent resident income tax return

France

- Carte de séjour
- Certificate of residence
- Two official documents confirming the "résidence principale" address (if the above documents cannot be obtained)

Italy

- Certificato di residenza, issued by the Servizi Demografici, L'Ufficiale di Anagrafe
- Dichiarazione di soggiorno per stranieri, issued by the Ministry of the Interior, General Department of Police, Foreigners' Division

Switzerland

- Copy of an autorisation d'établissement
- Certificate of residence issued by the Office Cantonal de la Population of the Canton

United Kingdom of Great Britain and Northern Ireland

- Certificate of residence issued by a district council, the local police or HM Revenue and Customs

United States of America

- Copy of national passport stamped by the United States immigration authorities upon arrival and/or an alien registration card (green card)

OTHER EXAMPLES:

Australia: certificate of residence issued by a local council or by the Department of Immigration and Border Protection or a statutory declaration accompanied by two utility or service bills showing your name and address

Belgium: extract from the Registry of Population

Burkina Faso: certificat de résidence issued by the local police

Chile: certificate of domicile issued by the Carabineros de Chile

Colombia: certificado de residencia issued by the Alcalde

Côte d'Ivoire: certificat de résidence issued by the local police

Denmark: Bopaelsattest issued by the Folkeregistret

Ethiopia: certificate of domicile issued by the Dwellers Association

Germany: certificate of residence issued by the Citizen Registry Office

Ireland: certificate of residence issued by the Garda Síochána

Japan: Juminhyo issued by a municipality or Household Registry

Mali: certificat de résidence issued by the local police

Netherlands (Kingdom of the): extract from the Register of Population

New Zealand: certificate of residence issued by a local council or by the Department of Immigration

Norway: certificate of residence issued by Folkeregister

Peru: certificate issued by the Guardia Civil

Senegal: certificat de résidence issued by the local police

Spain: certificado de residencia issued by an ayuntamiento; or autorización de residencia issued by the police

Sweden: extract from the Parish Register

Thailand: copy of House Domicile Registration

NOTE: The above list is not exhaustive. Other documents may also be accepted by the Fund if a beneficiary is unable to obtain one of the documents listed above or a similar one. The acceptability of a proof of residence document submitted must be determined on an individual basis. You should contact the local authorities in your country of residence to obtain an acceptable proof of residence document.