



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

SIGNATURE SPECIMEN OF PARTICIPANT, RETIREE OR BENEFICIARY

PURPOSE OF FORM PENS.S/1

The form should be used to register your signature with the Fund. Having a signature on file with the Fund may reduce the time necessary to process benefit payments.

IMPORTANT NOTES

Please do not fill out form PENS.S/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.

UNJSPF will retain your signature on file for signature verification purposes. To be accepted by the Fund, you must sign the form in the presence of a United Nations official, government official or notary public. Following receipt of the form, all signatures provided by you to the Fund must match the authenticated signature. If your signature changes, it will have to be authenticated again by submitting a new form.

INSTRUCTIONS

Please do not fill out form PENS.S/1 until you have read the instructions below

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

SECTION 1: PARTICIPANT, 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.

If you are a participant, you must request your Unique Identification number by sending an email from your work 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.

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: ACKNOWLEDGEMENT AND SIGNATURE SPECIMEN

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

Please provide your signature specimen within the lines of the box.

Please also provide a copy of a valid Government-issued photo ID showing your full name, date of birth and scripted signature.

SECTION 3: SIGNATURE AUTHENTICATION

For UNJSPF to accept your signature as duly authenticated, you must affix your signature and the date in the presence of the authenticating official (e.g. a United Nations official, government official or notary public). The person authenticating your signature must complete all fields in this section: printed full name; email address; official title, licence or index number; original ink signature; authentication date (which must match the date you are signing the form); and official stamp/seal of office. For further information, please refer to www.unjspf.org/for-clients/authentication-of-signatures-documents.

HOW TO SUBMIT FORM PENS.S/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 retiree or a staff member of the United Nations family, for example the United Nations Secretariat, UNDP, UNFPA, UNHCR or UNICEF.

Most 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 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