



INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.S/2

SIGNATURE SPECIMEN OF APPOINTED LEGAL GUARDIAN

PURPOSE OF FORM PENS.S/2

The form should be used by appointed legal guardians who have been approved by the Fund to register their signature with the Fund.

IMPORTANT NOTES

Please do not fill out form PENS.S/2 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.

The form should be submitted for signature registration purposes only. In order to be recognized by the Fund as a legal guardian, you must be appointed by an appropriate judicial authority in the retiree's or beneficiary's country of residence and a full copy of the decision by the judicial authority must be provided to the Fund for approval. Please visit the UNJSPF website, available at www.unjspf.org/for-clients/legal-guardianship-and-estate, for further information and a full list of any supporting documents that must be submitted.

UNJSPF will retain the 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/2 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 the retiree's or beneficiary's Unique Identification number (UID) and full name. If you do not know the retiree's or beneficiary's Unique Identification number, please send an email to requestUIDOnly@unjspf.org. You must include the following information in the email: the retiree's or beneficiary's full name, last employing organization before separation from service, last duty station and 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 the retiree's or beneficiary's pension statement and in his or her benefit letter, respectively.

SECTION 2: APPOINTED LEGAL GUARDIAN 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. You should include the following information in the email: your full name and the retiree's or beneficiary's full name, last employing organization before separation from service, last duty station and five-digit alphanumeric retirement number.

For further details, please consult www.unjspf.org/for-clients/unique-identification-number.

SECTION 3: 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 4: 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/2

Please 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