



## INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.S/3

### SIGNATURE SPECIMEN OF CHILD AGED 16 YEARS OR OLDER (for a child's benefit that is paid directly into the child's bank account)

#### PURPOSE OF FORM PENS.S/3

The form should be completed by a child aged 16 years or older whose benefit is being paid directly into his or her own bank account.

### IMPORTANT NOTES

Please do not fill out form PENS.S/3 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](http://www.unjspf.org/for-clients).

At the request of a retiree or beneficiary or under specific exceptional circumstances, a child's benefit may be paid directly to a child, provided that the child is aged 16 years or older and is able to open a bank account. In such cases, the form is required by the Fund and the child's signature is retained on file for signature verification purposes. To be accepted by the Fund, the child 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 the child to the Fund must match the authenticated signature. If the child's signature changes, it will have to be authenticated again by submitting a new form.

### INSTRUCTIONS

Please do not fill out form PENS.S/3 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](mailto: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](http://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: CHILD 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](mailto:requestUIDOnly@unjspf.org). You must 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](http://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](http://www.unjspf.org/for-clients/authentication-of-signatures-documents).

**HOW TO SUBMIT FORM PENS.S/3**

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

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](http://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<br>c/o United Nations<br>PO Box 5036, New York, NY 10163-5036<br>United States of America | United Nations Joint Staff Pension Fund<br>37th floor, 1 DHP<br>885 Second Avenue, New York, NY 10017<br>United States of America | United Nations Joint Staff Pension Fund<br>s/c Palais des Nations<br>1211 Genève 10<br>Suisse |