



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

TRANSFER-IN FORM

**expression of interest to transfer accrued pension rights to UNJSPF
under article 13 of the UNJSPF Regulations**

PURPOSE OF FORM PENS.T/1

Pension transfer agreements are designed, in part, to accommodate the transfer of staff between employers, other than the member organizations of UNJSPF, by securing the continuity of their pension rights. In this context, UNJSPF has entered into transfer agreements with several international organizations and Governments. A list of those transfer agreements can be found at www.unjspf.org/for-clients/transfer-agreements.

The form should be used to submit an expression of interest to transfer your accrued pension rights to UNJSPF under the terms and conditions of the relevant transfer agreement concluded by UNJSPF and your former employing organization under article 13 of the UNJSPF Regulations, Rules and Pension Adjustment System.

The information that you provide on the form will be used by UNJSPF to verify your eligibility, calculate the additional pensionable service credit in UNJSPF that would result from a transfer and notify you accordingly for your final decision.

IMPORTANT NOTES

Please do not fill out form PENS.T/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/transfer-agreements.

An election to transfer your accrued pension rights from your former employing organization to UNJSPF must be submitted within the **deadline in the relevant transfer agreement between UNJSPF and your former employing organization**. You must also **meet the other eligibility conditions provided in the relevant transfer agreement**. As the terms and conditions of the individual transfer agreements differ, it is **strongly recommended that you read the agreement relevant to your case**. Failure to observe any deadlines will result in the permanent forfeiture of your right to transfer.

It is not possible to transfer your accrued pension rights **if you are on secondment, special leave without pay or loan from your former employing organization**. You must **separate from service before applying** for the transfer of your accrued pension rights. The transfer of accrued pension rights at the end of a period of special leave without pay is governed by the provisions of the relevant transfer agreement and may be initiated only after your period of special leave without pay and employment with your former employing organization are terminated.

You cannot transfer your accrued pension rights to UNJSPF **if you have already withdrawn** your benefits from the pension scheme of your former employing organization. All payments for the transfer of your accrued pension rights must be sent directly from your former employing organization to UNJSPF.

The transfer of your accrued pension rights to UNJSPF is **permitted only where a valid transfer agreement is in effect** between UNJSPF and your former employing organization.

Once you become a UNJSPF participant and are interested in transferring your accrued pension rights to UNJSPF, you should inform UNJSPF in writing, as soon as possible and within the deadline stipulated in the relevant transfer agreement, of your interest in transferring your accrued pension rights to UNJSPF, by completing form PENS.T/1 and submitting it to UNJSPF. You should also promptly inform your former employing organization, in writing, in accordance with its established procedure.

By completing form PENS.T/1, you are not yet committing to transfer your accrued pension rights. In order to verify and confirm your eligibility to transfer, UNJSPF will require the following information from your former employing organization:

1. Your date of separation from your former employing organization.
2. Your total contributory service.
3. Your total amount of contributions and any accumulated interest.

4. Breaks in service or periods of special leave without pay (if any).
5. The estimated value of the accrued pension rights available under the relevant transfer agreement, if applicable.

UNJSPF will then provide you with an estimate of the pensionable service credit in UNJSPF that would result from a transfer. The estimate will be accompanied by a final election to transfer-in form, which must be submitted to UNJSPF to have your pension rights transferred.

At that point, you will decide whether to proceed with the transfer or not. Once your decision is accepted by UNJSPF, it will be final and irrevocable. Furthermore, after deciding to transfer, you shall cease to be entitled to any benefit under your former employing organization's pension scheme.

After the transfer payment has been made to UNJSPF, you will receive confirmation of the pensionable service credits that you received in UNJSPF from the transfer.

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

Before completing the form, please read article 13 of the UNJSPF Regulations and the **relevant transfer agreement between UNJSPF and your former employing organization**, available at www.unjspf.org/for-clients/transfer-agreements.

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, former employing organization index number and current employing organization information. If you do not know your Unique Identification number, please send an email from your work email address to requestUIDonly@unjspf.org. **Your work email will serve as verification of your identity. Please include your index number and/or six-digit pension number in your email request.** For further details, please consult www.unjspf.org/for-clients/unique-identification-number.

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

Please include your former employing organization index number to help to identify you.

SECTION 2: FORMER EMPLOYING ORGANIZATION FOR THE TRANSFER-IN

Please provide the name of your former employing organization and date of separation. Please also provide the full name, functional title and contact details of the person who will be the point of contact in your former employing organization for the transfer-in.

SECTION 3: ACKNOWLEDGEMENT AND SIGNATURE

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

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.T/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 to UNJSPF 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.

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