



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

TRANSFER-OUT FORM

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

PURPOSE OF FORM PENS.T/2

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 from UNJSPF under the terms and conditions of the relevant transfer agreement concluded by UNJSPF and your new 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 transfer value and notify you accordingly for your final decision.

IMPORTANT NOTES

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

An election to transfer your accrued pension rights from UNJSPF to your new employing organization must be submitted within the **deadline in the relevant transfer agreement between UNJSPF and your new 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 a UNJSPF member 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 a UNJSPF member organization are terminated.

You **cannot transfer** your accrued pension rights to your new employing organization if **you have already withdrawn** your benefits from UNJSPF.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

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

Once you become a participant of the plan of your current employing organization and are interested in transferring your accrued pension rights to your current employing organization, 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 from UNJSPF, by completing form PENS.T/2 and submitting it to UNJSPF. You should also promptly inform your new employing organization, in writing, in accordance with its established procedure.

By completing form PENS.T/2, you are not yet committing to transfer your accrued pension rights. UNJSPF will verify your eligibility and provide you with an estimate of the transfer value. After you receive the estimate, you must respond in writing within the deadline of your final election to transfer by completing and submitting to UNJSPF a notice of final consent form, which will be provided to you with the estimate.

Once your notice of final consent to transfer is received, the decision will be final and irrevocable and you will no longer be entitled to any benefit under the UNJSPF Regulations.

This information is provided to assist you in completing form PENS.T/2. 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/2 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 new 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, current employing organization index number and former 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. 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 **six-digit pension number**. For further details, please consult <https://www.unjspf.org/for-clients/unique-identification-number>.

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

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

SECTION 2: NEW EMPLOYING ORGANIZATION FOR THE TRANSFER-OUT

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

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 UNJSPF using the contact form, available at www.unjspf.org/contact-us, or through the pension focal point of your new employing organization.

HOW TO SUBMIT FORM PENS.T/2

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

Most registered users of 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 in some cases.

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