



Date 10 June 2024

2024 CERTIFICATES OF ENTITLEMENT (CE) FOR BENEFITS

AFICS-Thailand is pleased to inform Retirees/Beneficiaries that the UNJSPF will mail the **paper-based CE** to their clients for annual proof of life by the end of June 2024. The members, who have not processed to have the Digital CE issued, will receive the barcoded paper-based 2024 CE form by the end of June or early July this year.

For those members who have installed the DCE application on their mobile phones or tablets and have had the DCE issued as from 1 January 2024, the first page of your application must indicate **Valid DCE Issued** and **Expiration: 1 January 2025**. The submission of your CE is considered successful, you do not need to submit a paper-based CE form to the Fund anymore.

The AFICS-T member who wishes to use the Digital CE application must download the Digital CE application for installation on your mobile phone or tablet, complete the one-time enrollment process, and issue a digital CE for the current CE year – all of this is done through the DCE application. The application will inform you of the timeframe which allows you to issue a digital CE every year. The issuing of the 2024 DCE must be done before 21 June 2024. Otherwise, the UNJSPF will send you a paper-based CE form.

Attention for retirees and beneficiaries who are paid under the two-track system using the Digital CE:

You must physically live in your declared country of residence when issuing the digital CE. Otherwise, the Fund will assume that you have moved to a different country and will be required to submit form PENS.E/11 (*Change of Country of Residence*) as well as the corresponding proof of residence to the Fund, which may impact your benefit payment; communication will be sent to you by the Fund if such a discrepancy is noted.

The retirees/beneficiaries who do not receive the paper-based CE in July 2024, you can also download and print the barcoded CE form from the 'Documents' tab in your MSS account **except** if you are on the two-track in which case you must wait for a postal delivery of the CE form.

HOW TO RETURN YOUR PAPER-BASED CE

The member who received the barcoded paper-based CE can return his/her hand-signed and dated CE form to the Fund (UNJSPF) in one of the following ways:

1. **Electronic submission of your scanned CE form via your MSS account:** You must hand-sign and put the date on the CE form then scan the duly signed CE form before uploading it in PDF or JPEG format to the Fund using the "Document Upload" feature



in your MSS account. Once your signed CE is successfully submitted to MSS, there is no need to mail the original CE form to the Fund. *This option of electronic CE form submission can also be used if you are on the two-track.*

2. **Mailing your original CE form to the Fund:** if you prefer to return your CE form using mailing services by yourself, you must hand-sign and put in the date on your CE form, then mail the form with your ORIGINAL signature to the Fund at the mailing address:

**United Nations Joint Staff Pension Fund
1 DHP, 37TH Floor
885 Second Avenue
New York, NY 10017
U.S.A.**

Please note: your CE must be registered to secure your mailing receipt.

3. **Submit your original CE to the AFICS-T office:** Please hand-sign and date your original CE. Then, make two photocopies and submit them to the AFICS-T Office, UNCC, Ground Floor, either in person or by EMS or Registered mail.

**AFICS-T Office
United Nations Conference Centre
Rajadamnern Nork Avenue
Pranakorn
Bangkok 10200**

สมาคมผู้เกษียณอายุสหประชาชาติ
อาคารศูนย์ประชุมสหประชาชาติ
ถนนราชดำเนินนอก
เขต พระนคร
กรุงเทพฯ **10200**

“Submission of your CE to AFICS-T must not be later than 23 August 2024”

AFICS-THAILAND COLLECTS AND FORWARD CEs TO UNJSPF

This service is provided for AFICS-T members only. The new retirees can apply to become members online using the Membership Application Form at www.aficsthailand.com

The annual member is requested to renew your membership for 2024-2025, by depositing the membership fee to the bank before submitting CE. Please include your pay-in slip along with your 2024 CE in the same envelope and mail it to the AFICS-T office.

AFICS-T Bank account: Siam Commercial Bank, a/c no. 004-2-17049-7.

In receiving your CE: AFICS-T will periodically announce on the AFICS-T Official Group Line the names of those members whose 2024 CEs have been received.

Note: The retiree/beneficiary with physical problems who cannot hand-sign on the CE form and must use their thumbprint, the instruction is as follows. For the first time, a medical certificate stating the cause and symptoms, and a hospital stamp are required to certify the retiree's thumbprint. The original paper CE and medical certificate must be sent to UNJSPF via EMS or registered mail. In subsequent years if the same doctor authenticates the thumbprint with a hospital stamp, its submission would be accepted. If the retiree avails the use of a different doctor, a new medical certificate is required. The same process as the first time must be followed.

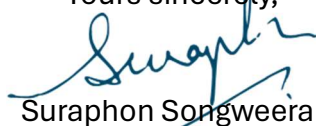
KEEP YOUR CONTACT DETAILS UPDATED WITH THE FUND AND AFICS-T

To ensure smooth communication between you and the Fund, it is also important that you inform the Fund of any change to the email address, Telephone number or Emergency contact details, and the current home addresses.

You can update your email address inside MSS under the Account tab in the top right corner of the MSS homepage. To update your telephone number or emergency contact details in the Fund's records, please download form PF23/M from your MSS account or the Fund's website, and return the duly completed, dated, and signed form to the Fund to update your address on your behalf. Please also inform AFICS-T of any changes you have made to the Fund to ensure we have the same contact details.

We at AFICS-T are ready to assist you if you encounter any difficulties with the previously mentioned issues. Please do not hesitate to contact us.

Yours sincerely,



Suraphon Songweera
President, AFICS-T Executive Board 2023-2025