

*Circular No. 5*  
*Ref. No. 11645 IV*

*Public Service Establishment Division*  
*Ministry of Finance and Planning*  
*30 National Heroes Circle*  
*Kingston 4*

*17<sup>TH</sup> February 2003*

*To: Permanent Secretaries*  
*Heads of Department*

**RE: ACCEPTANCE OF PENSION PARTICULARS**

*Please be advised that effective immediately this Ministry will no longer accept incomplete Pension Particulars submitted in respect of persons who are retiring or have retired from the Public Service.*

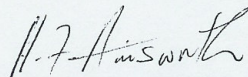
*The following procedure will now apply: -*

- (a) Partially complete particulars will be processed pending receipt of the relevant missing document(s) or information and;*
- (b) Particulars which cannot be processed will not be recorded as having been received by this Ministry but will be returned with a checklist indicating the document(s) or information needed*

*It is also requested that pension particulars be submitted at least six (6) months prior to the date of an individual's retirement.*

*These decisions have been taken in order to ensure that standards set out in this Ministry's Citizens' Charter can be achieved*

*Kindly contact this Ministry in the event you need assistance in the proper compilation of pension particulars.*



**H.F. Ainsworth (Mrs.)**  
**For Financial Secretary**