

Circular No. 7

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

Ref. No. 11645^{iv tj}

May 7, 2008

**To: Permanent Secretaries
Heads of Department**

Re: Submission of Pension Particulars

Please be advised that with effect from June 1, 2008 you will be required to submit, along with Pension Particulars for retirees, the following:-

- (a) Original Birth Certificate/Certified copy of Birth Certificate; or
- (b) Statutory Declaration of age; and
- (c) Taxpayer Registration Number (TRN) or a certified copy of same

All documents which are not original should be certified by the Officer signing the Pension Particulars.

These requirements are being introduced to ensure consistency with the spelling of names on all documents submitted including the TRN.

The procedure will also reduce delays in payments, which generally occur when the Accountant General has to refer cases to this Ministry for clarification regarding the names of pensioners on the TRN.

In case of any doubt or difficulty, please contact the Pensions Administration Section of this Ministry at the above address or at telephone numbers 932-5046/7.



Darlene Morrison (Miss)
Actg. Financial Secretary