



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE
STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA**

December 8, 2023

Circular No.33

Cabinet Secretary
Permanent Secretaries
Heads of Departments
Chief Executive Officers

Re: Public Service Pension Scheme - Revised Forms

Please be advised that effective January 2, 2024 the attached forms, which are listed below, should be used to access retiring/terminal benefits under the Government of Jamaica pension arrangements:

- Application for Advance and Alimentary Allowance
- Application for Survivor's Benefit
- Application for Refund of Contributions
- ME Form (for Teachers)
- Pension Election Form
- Period of Service Record
- Pension Particulars
- Statutory Declaration of Status
- Statutory Declaration of Age
- Statutory Declaration of Service
- Statutory Declaration of Birth for Deceased Person

The forms may be accessed online on the Ministry of Finance and the Public Service's website at www.mof.gov.jm and may be completed electronically.

Your attention is drawn to the overleaf of each form which provides the definition of terms used on the form.

It is to be noted that these changes will significantly improve the overall experience for public officers and Pension Practitioners in Ministries, Departments and Agencies.

In any case of doubt or difficulty, please contact the Strategic Human Resource Management Division (Pensions Branch) of this Ministry.

Darlene Morrison, CD
Financial Secretary