



Notes for Statutory Declaration of Service

When to use this form

This form may be used by a Human Resource Manager of a Ministry/Department to attest to a particular period of service of a pensioner.

What else you will need to provide/use

Please ensure you have reviewed the following documents

- The Mail Merge Tutorial Guide
- The Pensions Request for Additional Information Checklist (where applicable)

You will also need to ensure you have filled out the following form(s):

- Template – PAU-005 – Statutory Declaration of Service Merge Fields
- Checklist of documents required for the processing of retiring benefits

Filling in this form

Data is inserted in this form via the Microsoft Word mail merge feature.

For more information

You may call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

Note: Calls to the Pensions Administration Unit from landlines are charged at a fixed rate determined by your phone provider. Calls from mobile phones may be timed and charged at a higher rate.

Returning your form

Check that you have filled in all the relevant sections and that the form has been signed and witnessed.

Return this form (with any requested documents) as soon as possible by post or delivery to:

**Director, Pensions Administration Unit
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4
JAMAICA**

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The information you provide on this form will be used to provide payments and services to the pensioner and, where relevant, third parties (for example, other family members).

The Pensions Administration Unit may give some or all of the pensioner's information to the Accountant General's Department for the purposes of preparing and delivering these payments and services provided to the pensioner.

For more information about privacy, call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

What is a statutory declaration?

A statutory declaration is a written statement declared to be true in the presence of an authorised witness.

When is a statutory declaration required?

Under the Voluntary Declaration Act, a declaration is used to give proof of evidence in most circumstances.

The Act provides that a statutory declaration must be in the prescribed form and must be made before a prescribed witness.

Who should witness a statutory declaration?

A statutory declaration under the Voluntary Declarations Act must be made (signed) before a person who is a Notary Public/Justice of the Peace. All declarations should be signed and bear the seal of the Notary Public/Justice of the Peace.

It should be noted that it is an offence to make a false declaration.

Finding a Justice of the Peace or Notary Public in Jamaica

[Click here to view the database](#) listing Justices of the Peace by region and surname.

Calendar Year

A calendar year is defined as three hundred and sixty-five or three hundred and sixty-six days for a complete year.

Merge Fields

Declarant_Name - The full name of person giving evidence of retiree's service.

Declarant_Status - Position of the person giving evidence of retiree's service.

Title – This is a formal appellation attached to the name of a person or family by virtue of office, rank, hereditary privilege, noble birth, or attainment or used as a mark of respect.

First_Name, Middle_Initial, Last_Name - the retiree's name

Occupation – The post held by the pensioner during the period of attestation.

Effective_Years - An effective year means any period in a particular calendar year in which the employee has worked for one hundred and fifty-six (156) or more working days (inclusive of leave on full or half pay) and includes any period of service which is not a full calendar year but in which the employee has worked for one fifty-six (156) days or more.

Num_Days – This is the number of days worked by the pensioner specified in a non-effective year.

Non_EffectiveYear – A non-effective year is a period within a calendar year in which the employee has worked one hundred and fifty-six (156) or more days (inclusive of leave on full or half pay).

Dates

Unless otherwise stated, dates should be entered in the format day-month-year

Terms and Conditions for email

The Pensions Administration Unit may send you information messages appropriate to your circumstances.

No email generated by the Pensions Administration Unit will contain any information that may be used for others to make a claim on your behalf.

You may respond via email to any Pensions Administration Unit generated message.

Messages you may receive include:

- requests to provide up-to-date information
- requests to provide documents
- case update messages

The Pensions Administration Unit will NOT include direct links to ANY website within an email from this service.