



# Notes for Period of Service Record

## When to use this form

This form is to be used by all Government Departments, Corporations, Parish Councils, and Government Institutions. It is to be prepared in respect of each **permanent public** officer whose Salary is paid from provision within the Annual Estimates.

## What else you will need to provide

This form tells you which **other documents** you need to provide to support your claim. Depending on your circumstances you may have to fill in **other forms**.

**Please See Form and Notes PAU-013**

## Filling in this form

Please use a **black or blue pen**.

Mark boxes like this  with a tick ✓ or ✗.

## For more information

You may call the Pensions Administration Unit at 876 932 5 046/932-5047 or email [pensionsclientservices@mof.gov.jm](mailto:pensionsclientservices@mof.gov.jm) @mof.gov.jm.

**Note:** Calls to the Pensions Administration Unit from your home phone 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 to ensure that the form is completed, signed and dated.

Submit this form (with the other relevant documents) as soon as possible by post or hand delivery to:

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

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**Summary Information**

The **Remarks** column should be utilized for noting promotion, **regrading**, transfer, increment, punishment, censure, etc.

**Head 2** – Date of birth to be supported by birth certificate, **statutory** declaration of age or other suitable available evidence

**Head 3** – Taxpayer Registration Number (TRN) ;and

**Head 4 – National** Insurance Scheme Number (NIS must be supported by a certified copy

**Salary** includes, personal pensionable allowance,/\_ house allowance (or value of free quarters) and any other emoluments paid by Government. The particulars of Salary should be stated in detail, reflecting the type of all allowances.

Any period of part-time/ temporary service, prior to and continuous with permanent appointment should be shown in the record of service. It should be stated in the Remarks Column, whether the temporary employment was in a vacancy or vice an Officer on leave or/and secondment.

Each entry on this form must be initialled by the Head of Department concerned

A copy of this form, certified by the Head of Department must accompany the Pension Particulars form on retirement.

**Name(s)**

This should be your legal first name(s) and relevant middle name(s) and family/surname (i.e. no nicknames and/or pseudonyms/aliases) and should be the name reflected on the submitted TRN card.

**Dates**

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

**Tax Payer Registration Number (TRN)**

A unique nine-digit identification number assigned to each individual, taxpayer, business enterprise, organization (non-profit, partnership, charity, etc.), by way of an automated system.

**Date of Permanent Appointment to Public Service**

First permanent appointment to the service

### Terms and Conditions for e-mail

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

No Pensions Administration Unit generated email will contain your name or contact details.

You will not be required to respond via email to any Family Assistance Office generated message.

Messages you may receive include:

- appointment reminders the business day prior to your appointment
- reminders to provide up-to-date information
- reminders to provide documents

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