



# Notes for Pension Particulars

## When to use this form

This form may be used by MDA when preparing pensions documents to claim for retiring benefits

## 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**.

## 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 5647 or email [pensionsclientservices@mof.gov.jm](mailto:pensionsclientservices@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.

## Submitting request

Check that you have completed all the blank columns, signed and dated the form.

Return this form (with the required 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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<b>Age</b>	Evidence of age should be submitted in the form of a Birth Certificate but where this is not available a Statutory Declaration in the prescribed form may be submitted. Where there is no name on the Birth Certificate <b>or where the name on the Certificate does</b> not correspond to that by which employee is officially known a Statutory Declaration should be submitted in support of the Birth Certificate.
<b>Particulars of Service</b>	All the posts (not only <b>the post held at retirement</b> ) held substantively by the officer throughout the service should be shown.
<b>Pensionable Emoluments</b>	<p>Pensionable emoluments include salary, personal allowances and house allowance but do not include duty allowance, entertainment allowance or any other emoluments.</p> <p>Personal allowance means a special addition to salary granted personally to the holder for the time being of the office but does not include such addition if it is granted subject to the condition that it shall not be pensionable.</p> <p>Specified House allowance (<b>or the estimated value of the free quarters and shall not exceed 15% of the salary of the office.</b>)</p>
<b>Particulars of Part-time Service</b>	E.g. the number of days and hours worked during a particular period
<b>Particulars of Full-time Service</b>	Various post held by the officers
<b>Tax Payer Registration Number (TRN)</b>	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.
<b>National Insurance Scheme Number</b>	This is optional
<b>Statement Of Pensionable Emoluments During 3 Years Prior To Retirement/Salary at date of retirement</b>	
<b>Periods of No Pay Leave</b>	All periods of no pay leave should be clearly stated
<b>Periods of Half Pay Leave</b>	All periods of half pay leave should be clearly stated
<b>Dates</b>	Unless otherwise stated, dates should be entered in the format year-month-day
<b>Reason for Retirement</b>	E.G. Age, abolition of office, re-organisation, medical ground, or public interest
<b>Period of Service</b>	<p>Period of each position held should be clearly stated</p> <p>This is normally ascertained by this Ministry from the Office of the Trustee in Bankruptcy</p>

**Bankruptcy Status (Note  
Correction)**

**Indebtedness to Government** Any indebtedness to the government should be clearly stated.

### 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 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.**