



Notes for Checklist of documents required for the processing of retiring benefits

When to use this form

This form may be used by a Human Resource Manager of a Ministry/Department to attest to the list the particulars of service submitted on behalf of a retiree.

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.

Submitting your form

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

Submit 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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Letter giving approval for retirement	<p>C.P.O memorandum/Letter from the Ministry/Department should state clearly the effective date of retirement and reason for retirement</p> <p>Ensure that the names on all the documents are spelt similarly.</p>
Statement of Earnings	<p>Salary at date of retirement</p>
Service Record	<ul style="list-style-type: none">▪ Should be signed by Head of Department/Head of Section/Unit▪ All entries should be initialled▪ Appointment, promotion, leave, salary scale and salary paid must be entered▪ Period of pre-retirement leave. Memo # and date verifying leave should be stated clearly▪ Last entry should be the effective date of retirement
Indebtedness	<p>Indebtedness to government must be stated</p>
Pension Particulars-	<p>Pension particulars should be completed, primarily with information from the Service Record</p>
Certificate of Diligence and fidelity	<p>This can be found at the bottom of the Pensions Particular form(PAU-007) and must be completed.</p>
Letter of election	<p>This is a form letter electing how you wish to receive his/her retiring benefits and/or how you wish to continue to contribute to the Pensions (Civil Service Family Benefits) Scheme. (See Notes of PAU-002)</p>
Birth certificate/Statutory Declaration of Age-	<p>Birth certificate must bear the pensioner father's name/or his/her full name should be entered in the 9th/26th column of the birth certificate</p>
Application for Advance	<p>This form is to be used when applying for an advance on your pension if your pension particulars have been submitted to the Ministry of Finance and the Public Service. An advance on your pension can be an advance or an alimentary allowance or both.(See PAU-001)</p>
Statutory Declaration/ Statutory Declaration of Age	<p>Statutory Declaration should be completed by the pensioner once there is a variation of name spelling, where there is no birth certificate or the father's name was not entered on the birth certificate.</p>
Death Certificate/Burial Order Marriage Certificate	<p>Burial order must bear the Registry entry number except when it is a case for post mortem</p>
Medical Board Report/Letter from Chief Medical Officer	<p>Medical Board report must state clearly whether ailment is of the body and/or mind, whether the person is fit for further services and signed by two medical officers.</p> <p>The letter from Chief Medical Officer should state all of the above.</p>
Statutory Declaration of service	<p>Should be completed by as administrator in the organization /or an ex-administrator.</p> <p>The status of the person completing the statutory declaration should be clearly stated</p>

N.B. All supported documents should be in original form.