

# ***Before you leave the ILO***

## **What officials have to do to ensure that they receive their first pension payment promptly**

1. Inform the ILO Pension Secretariat of any **change in** address before your last working day.
2. Return the **Payment Instructions Form** (Pens E/7) to the ILO Pension Secretariat after you receive the official letter from the Pension Secretariat. Make sure that the form is completed and includes the full name and address of the bank and any special bank routing or account codes. (You may change your bank account in the future by submitting a new form directly to the UNJSPF.)
3. For those who wish to be placed on the « dual track » pension adjustment system, return the **Proof of Residency Form** (Pens E/10) to the ILO Pension Secretariat. The proof of residency from local authorities must be dated the day after you leave the ILO (with the exception of citizens of the country of residence who had their last employment contract in the country of residence).
4. Ensure that the ILO Pension Secretariat has **correct personal** data (date of birth for you and your spouse, any children under 21 years of age, handicapped children of any age, dates of marriage or divorce). The UNJSPF will not change your personal data after you leave the ILO, even if you submit legal documents to support a change.
5. If you have not already done so, return the **Designation of Beneficiaries Form** (Pens A/2) to the ILO Pension Secretariat. (You may submit a new form directly to the UNJSPF at any time in the future.)