



Ministry of Finance and the Public Service
Pensions Administration Unit

Notes for Pensions Request for Additional Information Checklist

When to use this form

Use this form to ...

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

If not filling in this form electronically, please write in BLOCK CAPITALS using a **black** or **blue** inked pen.

Mark boxes like this with a tick ✓ or ✕.

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 answered all the questions you need to answer and that you have signed and dated the form.

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

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

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C.P.O. Memo	This is either a letter from the <ul style="list-style-type: none"> • department or • Offices of the Service Commission stating approval for person to retire and the effective date of retirement
Statement of Earnings	Document stating salary as at date of retirement
Birth Certificate/ Statutory Declaration of Age	A copy of your Birth Certificate may be gotten from the Registrar General's Department (RGD). Where a birth certificate is not forthcoming, a Statutory Declaration of Age may be submitted.
Death Certificate/Burial Order	Burial Order this is one of the three pink slips received in order to proceed with burial. Death Certificate is issued at a later date from the Registrar General's Department (RGD).
Statutory Declaration of Service	A document from the department stating the person's period of service inclusive of service during non-effective years
Original Medical Board Report/Letter from Chief Medical Officer	???
Pensions Particulars	Document stating persons full and part time service record, inclusive of pensionable emoluments in the last three years prior to retirement, the reason for retirement, any bankruptcy and/or indebtedness to the Government.
Period of Service Record	This form used by all Government Departments, Corporations, Parish Councils, and Government Institutions. It is to be prepared in respect of each permanent officer and employee whose Salary us paid from provision within the Annual Estimates.
Certificate of Diligence and Fidelity	This is included as a part of the Pensions Particulars form and should be signed and dated by the Head of Department.
Indebtedness	This is included as a part of the Pensions Particulars form which states how much monies the person owes the Government of Jamaica
Marriage Certificate	Issued by the Registrar General's Department (RGD).
Letter of Election	Document stating if the pensioner's choice of <ul style="list-style-type: none"> • a reduced pension and a gratuity or • a full pension
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.
Additional Details	