



ASSOCIATION OF FORMER INTERNATIONAL CIVIL SERVANTS – THAILAND



NEWSLETTER No. 4/2023-2025

26 January 2024

Dear Members,

Procedures required for Surviving Spouse to follow in case of death of retiree to ensure continuity under the UN Medical Plan

As has been introduced by the United Nations Health and Life Insurance Section at Headquarters, the surviving spouse, who is entitled to a monthly benefit with the UNJSPF and eligible to ASHI, must adhere to the following steps in the application of enrollment as stipulated in the related ST/AIs including ST/AI/2007/3 and ST/AI/2015/3 - within two months for MIP members and within three months for WWP participants upon the death of the retiree:

Step I: The Surviving Spouse is required to submit the following documents to Human Resources Management Section in Bangkok - HRMS/Bangkok. Currently, ASHI Representatives are composed of Ms. Subriya Sankaranarayanan (email: sankaranarayanan@un.org) and/or Ms. Rachada Meesok (email: meesook.unescap@un.org)

- (a) Death Certificate of the retiree (Thai and English translation)
- (b) Copy of official identification document from the Surviving Spouse and bearing the spouse's signature (such as passport, driver's license, national identity card) (Thai and English translation)
- (c) Copy of Marriage Certificate (Thai and English translation)
- (d) Complete form PENS.E/2 (download from https://www.unjspf.org/wp-content/uploads/2022/11/Web_E2_English.pdf)

Step II: Upon receipt of the Surviving Spouse's confirmation letter from UNJSPF, he/she is required to submit the following documents directly to the Health and Life Insurance Section (email: ashi@un.org – fax: (917) 367-9727 for MIP and fax: (917) 367-1670 for WWP) with copy to the ASHI Representatives located at the HRMS/Bangkok:

- (a) Death Certificate of the retiree (Thai and English translation) (to facilitate ease of reference)
- (b) Copy of official identification document from the Surviving Spouse and bearing the spouse's signature (such as passport, driver's license, national identity card – for ease of reference) (Thai and English translation)

(c) Surviving spouse's confirmation letter received from UNJSPF

(d) ASHI application form (links of form for MIP is:

https://www.un.org/insurance/sites/www.un.org.insurance/files/un_mip_ashi_application_form_fillable.pdf and form for WWP is:

https://www.un.org/insurance/sites/www.un.org.insurance/files/ashi_application_new.pdf

Once the documents listed above are received by the United Nations Health and Life Insurance Section and the HRMS, the case would be assigned to the relevant group for review and action.

With best regards,

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Suraphon', with a long horizontal flourish extending to the right.

Suraphon Songgweera
President, AFICS-T Executive Board 2023-2025