

General Guidelines

This guide is designed to provide assistance in the filling and processing of the Pension registration Form. For additional information, please contact the Pension Secretariat at telephone# 424 4962/64 or ext. 63360-63 from any Ministry/Department.

Email us at PensionSecretariat.gd@gmail.com

1. A third party may fill forms for retirees who are deceased or incapacitated. In cases where an employee is deceased, a death certificate must accompany the registration form.
2. Forms should be completed using a black or blue ink pen.
3. If a question does not apply to you please write not applicable(N/A) as your answer
4. If an error is made while completing the form do not attempt to erase nor use fluid ink. Draw a line through the error, initial and write in the correct response.
5. Review all the supporting documents using the checklist provided on page three (3) of the registration forms. This should be used to ensure that all relevant supporting documents are attached.
6. Remember in instances where original letters cannot be furnished, Statutory Declarations must be provided. Declarations can be signed by the following persons only;
 - a. Registrar and Assistant Registrar of the Supreme Court
 - b. Any Magistrate, and
 - c. Notary Public
7. Persons residing abroad can access forms online and submit to their consulates/missions notarized copies of the registration forms and supporting documents.
8. The NIS number should be written with the exact format as seen on the NIS card.