

LIFE CERTIFICATE – INFORMATION FOR BENEFICIARIES

Why must I complete a Life Certificate each year?

The annual Life Certificate exercise helps the Pension Fund to ensure that payments to beneficiaries are accurate and that the information it holds remains up to date.

Can I sign electronically?

No, only hand-written ink signatures are accepted.

I am unable to sign the «Life Certificate». Can my spouse or a member of my family sign it for me?

No. Only the beneficiary or their legal representative (the person legally designated, by a notary or a judicial agreement, to manage administrative affairs) can sign this certificate.

My spouse is unable to sign the «Life Certificate». Can I sign for my spouse?

No. Only the spouse's legal representative (the person legally appointed, by a notary or a judicial agreement, to manage administrative affairs) can sign the certificate for them. However, if necessary, you can provide us with a recent certificate (less than a month old) from their doctor or a life certificate from the town hall.

What if I am unable to sign?

You can provide us with a recent certificate (less than a month old) from your doctor or a life certificate from your local authority. However, please note that no changes can be made without the signature of the beneficiary or their legal representative (the person legally designated, by a notary or a judge, to manage administrative affairs).

How do I return the «Life Certificate»?

The «Life certificate» can be returned:

- by post to CERN Pension Fund – Benefits Service - 1211 GENEVA 23 - SWITZERLAND
- deposited in our mailbox in building 33 (open Monday to Friday from 7.00am to 6.30pm)
- handed in directly to our office (5/5-027) during opening hours (Tuesday - Wednesday - Thursday, from 9.30am to 11.30am and from 2.30pm to 4.30pm)
- Returning this document by email is possible; however, please note that the Pension Fund will never request you to transmit personal data in this way.

As a reminder, the Organisation is closed from 20 December 2025 to 4 January 2026 inclusive.

Will I receive an acknowledgement of receipt for my «Life Certificate»?

No, we do not send an acknowledgement of receipt. However, if we have not received the certificate by the deadline, you will be contacted.

What happens if I don't return the «Life Certificate» by the end of January?

Failure to return the duly completed and signed «Life certificate» may result in the suspension of payment of your benefits until the «Life certificate» is received by our Service.

In case of death, what should happen?

Family members should inform us as soon as possible, by email (pension-benefits@cern.ch), telephone (0041 22 767 88 11) or using the online form on our website (<https://pensionfund.web.cern.ch>) – report a death). A copy of the death certificate should be provided when available.