**Joint Pension Option Form (Spouse/Dependent)**

**Organization Name  
Department  
Form No.:** JPF–001  
**Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_

**Section A: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name of Employee | **Ahmed Raza** | Employee ID | **EMP-4589** |
| Designation / Position | **Senior Accounts Officer** | Department | **Finance** |
| Date of Birth | **15-Feb-1963** | Date of Joining | **10-Mar-1990** |
| Date of Retirement | **14-Feb-2025** | National ID / CNIC | **35202-4567891-2** |
| Contact Number | **0300-9876543** | Email Address | **ahmed.raza@email.com** |
| Mailing Address | **House #25, Gulberg III, Lahore** | | |

**Section B: Pension Option Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Pension Selected | ☐ Full Pension ☐ **Joint Pension** ☐ Deferred Pension | | |
| Percentage of Pension to be Shared | **50% to spouse (in case of death)** | Monthly Pension Amount (Base) | **Rs. 120,000** |
| Pension Start Date | **15-Feb-2025** | Pension Account Number | **1234567890** |
| Bank Name | **HBL Bank, Lahore Branch** | | |

**Section C: Spouse / Dependent Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name of Spouse / Dependent | **Farah Ahmed** | Relationship to Employee | **Spouse** |
| Date of Birth | **12-Jul-1965** | National ID / CNIC | **35202-9876541-3** |
| Contact Number | **0301-5678912** | Mailing Address | **Same as above** |
| Percentage of Pension | **50%** | Bank Account for Pension Transfer | **0987654321** |
| Bank Name | **HBL Bank, Lahore Branch** |  |  |

**Section D: Declaration By Employee**

I, **Ahmed Raza**, hereby declare that I have voluntarily chosen the **Joint Pension Option** and authorize that, in the event of my death, **50%** of my pension be paid to my spouse/dependent as mentioned above.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_

**Section E: Spouse/Dependent Consent**

I, **Farah Ahmed**, confirm that I understand and accept the terms of the joint pension arrangement.

**Signature of Spouse/Dependent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_

**Section F: Verification & Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Verified By** | **Designation** | **Signature** | **Date** |
| HR Officer |  |  |  |
| Accounts Officer |  |  |  |
| Pension Committee Head |  |  |  |

**SECTION G: INTERNAL CALCULATION SHEET (Excel Formula Example)**

|  |  |  |  |
| --- | --- | --- | --- |
| Base Monthly Pension | Rs. 120,000 | Spouse Share (50%) | Rs. 60,000 |
| Employee Share (50%) | Rs. 60,000 | Annual Pension (Total) | Rs. 1,440,000 |

**NOTES**

* Both employee and spouse must sign before submission.
* Attach copies of CNIC, marriage certificate, and bank account details.
* Submit to the HR/Finance Department before the final retirement processing date.