

STEP 1: SUBMIT YOUR CLAIM (FOR FULL RETIREMENT, OR TO ENTER ALTERNATING WORK-RETIREMENT PROGRAM)

Your claim must:

- ◆ Be received by CRPN by the last day of the month prior to the effective date you have selected for your retirement pension,
- ◆ Be submitted either through your online [personal account](#) on [www.crpn.fr](#), or alternatively, be filled out and signed by yourself and submitted by letter. You can use our **online claim form which is available** in the [Downloads](#) / Employee documents/ Claim for entitlements section of our Website.
- ◆ List your last name, first name, date of birth, mailing address, and email address (these fields are pre-filled in the online claim in your [personal account](#)),
- ◆ Specify your chosen effective date for your retirement pension.

STEP 2: PUT TOGETHER YOUR APPLICATION

Once your claim has been received, CRPN will send you a pension application to complete. You will need to approve, date, and sign your career history statement (“relevé de carrière”) and attach it to your claim.

Your career history statement (relevé de carrière)

You will need to:

- ◆ Check it carefully once you have logged in to your online [personal account](#) and print it,
- ◆ Apply for any buybacks, recalculations, or free credits,
- ◆ **Date it and sign it**, assuming you agree with the periods that have been taken into account.
- ◆ In case of periods of alternate time or alternate parental leave validated free of charge, print and complete the sworn statement linked to the career record.

No further changes will be able to be made to your career history once you have claimed your pension.

Your pension application

You will need to:

- ◆ Fill out and sign the form,
- ◆ Request the required documents that are listed (These include a full copy of birth certificate with annotations, which you will need to apply for through the local authorities in the town where you were born),
- ◆ Send the form regarding your retirement and your final wages to your last employer as a professional air crew member.

STEP 3: RETURN YOUR APPLICATION

You will need to return the following to CRPN:

- ◆ Your career history statement (“relevé de carrière”), dated and signed,
- ◆ Your pension application: **you can choose to submit it all at once or in instalments, as you receive each document,**
- ◆ Your application with all supporting documents must be submitted in full within a one-year deadline from the effective date you have chosen for your pension. If you have been recognized as permanently unfit for work, the deadline for submission is 2 years from the triggering event resulting in entitlement to your pension.

STEP 4: APPROVAL BY THE PENSION BOARD

Your completed application will go before the board once your final supporting documents have been received. The earliest this can occur is at the first board meeting of the month following your first monthly pension payment.

Once the board has approved your application, you will receive:

- ◆ Your 1st pension payment,
- ◆ A certificate for the French unemployment office “France Travail” **if you have requested one.**

You will find in your personal account:

- ◆ Your certificate of pension entitlement (“Titre de pension”),
- ◆ A letter of acknowledgement of your claim.