

STEP 1: Submit your claim (for full retirement, or to enter the 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 personal online account on www.crpn.fr, or alternatively, be filled out and signed by yourself and submitted by letter or as an attachment to the contact form provided on CRPN's website,
- ⇒ List your last name, first name, date of birth, mailing address, and email address (these fields are pre-filled in the online claim),
- ⇒ 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 your career history statement (“relevé de carrière”) along with a pension application to complete.

Your career history statement (relevé de carrière)

You will need to:

- ⇒ Check it carefully,
- ⇒ 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.



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 short-form birth certificate with annotations, which you will need to apply for through the local authorities in the town where you were born),
- ⇒ If you appear on the special registers, you will need to submit the pre-printed request for suspension from these registers to the French civil aviation authority DGAC (do not request this suspension if you are applying to enter the alternating work-retirement program),
- ⇒ 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.

A STEP-BY-STEP GUIDE TO CLAIMING YOUR CRPN RETIREMENT PENSION

Titre en anglais: A step-by-step guide to claiming your CRPN retirement 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,
- ⇒ Your certificate of pension entitlement (“Titre de pension”),
- ⇒ A letter of acknowledgement of your claim,
- ⇒ A certificate for the French unemployment office “Pôle Emploi,” **if you have requested one.**