

ANNEX

EUROPEAN COMMUNITIES

EC – FTCS FORM¹

CERTIFICATE OF REGISTRATION AS A PERSON SEEKING EMPLOYMENT/UNEMPLOYED PERSON AND ENTITLEMENT TO UNEMPLOYMENT ALLOWANCE OF A FORMER MEMBER OF THE TEMPORARY/CONTRACT STAFF OF THE EUROPEAN COMMUNITIES

[third subparagraph of Article 28a(2) and third subparagraph of Article 96(2) of the Conditions of Employment of Other Servants of the European Communities]

1 Institution to which the form is addressed

.....

2 Information concerning the former member of the temporary/contract staff of the European Communities

2.1 Surname:

2.2 Forename:

2.3 Home address:

.....

2.4 EC Personnel No –NUP-:

Part A - Registration and control

3 It is hereby certified that the above-mentioned person:

3.1 registered as seeking employment/unemployed on (dd/mm/yyyy) __/__/____

with the employment authority of

3.2 was registered as seeking employment/unemployed from __/__/____ to __/__/____

3.3 did not meet the conditions laid down by national law from __/__/____ to __/__/____

Reason:

.....

4 National institution issuing the certificate (Part A)

4.1 Name:

4.2 Address:

4.3 Stamp: 4.4 Date: __/__/____

4.5 Signature:

.....

¹ EC: European Communities

FTCS: Former member of the temporary / contract staff

Part B - Application for unemployment allowance

2 Information concerning the former member of the temporary/contract staff of the European Communities

2.1 Surname:

2.2 Forename:Pers. No.....

5 It is hereby certified:

5.1 that the person mentioned in Box 2 has made an application for unemployment allowance dated __/__/____

5.2 that this application is being examined

6 The person mentioned in Box 2:

6.1 is not entitled to unemployment allowance

Reason:

.....

6.2 is entitled to unemployment or similar allowances

6.2.1 from __/__/____ to __/__/____

6.2.2 for days

6.2.3 for a gross daily weekly monthly amount of

6.2.4 The calculated amount of the monthly allowance is based on:

calendar days 5 working days per week 6 working days per week

6.2.5 The number of days not covered by the allowance (holidays, leave, other) in the period concerned is:

6.2.6 Net amount of the allowance paid for the month under consideration

.....

7 Payment of the allowance was:

7.1 suspended from __/__/____ to __/__/____

Reason:

7.2 terminated

Reason:

8 For the second and subsequent months of control:

It is hereby certified that the person mentioned in Box 2 is not entitled to national benefits and that there is no change to report in relation to the certificate for the previous month.

9 National institution issuing the certificate (Part B)

9.1 Name:

9.2 Address:

9.3 Stamp

9.4 Date: __/__/____

9.5 Signature:

.....

INSTRUCTIONS FOR THE USER OF THE FORM

(The form should be completed in capitals using only the dotted lines.)

A. Instructions for the services of the European Communities

1. The competent department of the institution of the European Communities in which the former member of the temporary or contract staff was employed should complete Boxes 1 and 2.
2. It should supply five copies of the form thus completed to the former member of staff.

B. Instructions for the national authority

1. When the individual registers as a person seeking employment, the competent national institution should complete at least Item 3.1, Box 4 and Item 5 of the form which the former member of the temporary or contract staff is required to submit to it. The former member of staff should then send the form thus completed to the institution of the European Communities mentioned in Box 1.
2. Each month thereafter it should complete Item 3.1, Box 4 and Items 5 or 8 at least and the other items as appropriate.

C. Instructions for the former member of staff of the European Communities to qualify for the unemployment allowance provided for in the third subparagraph of Article 28a(2) and the third subparagraph of Article 96(2) of the Conditions of Employment of Other Servants of the European Communities

you must:

1. register as seeking employment/unemployed with the unemployment authority of the Member State where you are taking up residence before the end of the month following the end of your employment as a member of the temporary or contract staff;
2. comply with the obligations in unemployment matters laid down by the law of the Member State where you are registered as seeking employment/unemployed;
3. submit one copy of the form to the national authority for completion when registering as seeking employment/unemployed and once a month thereafter (point B above);
4. submit the form thus completed to the institution to which the form is addressed (Box 1).