



Quick guide to Community unemployment allowance (complementary to national unemployment benefit)

1. Before your contract ends:

- Request a final calculation of your leave entitlement (*GEKO*).
- Request an employment certificate (*PMO.1 – Mr Pietro PALUMBO*).
- Request an end-of-cover certificate (*JSIS – PMO.3*).
- Print out all the relevant administrative documents (contracts, salary slips, certificates, etc.).

2. Within 8 days of the end of your contract:

- Send PMO.4 the original documents relating to your application for Community unemployment allowance: application form, financial identification form, your most recent salary slip and a copy of your contracts.

3. Within 30 days of the end of your contract:

- Register with the national employment authorities: in Belgium the Office Régional de l'emploi (regional employment office) and the Caisse nationale de paiement des allocations de chômage - CAPAC (auxiliary unemployment benefits fund) or trade union. Take with you your employment certificate (C4) issued by PMO.1.
- Send PMO.4 the original of your first **EC-FTCS** form (registration), properly filled in: Part A must be completed by the regional employment office (Actiris for Brussels) and Part B by the trade union or the unemployment benefits fund (CAPAC for Brussels).
- Send PMO.4 the following additional documents relating to your application for Community unemployment allowance: certificate of residence, declaration of your spouse's income, declaration relating to national family allowances.

4. Every month from the second month until the end of your entitlement:

- Send PMO.4 the original of the **EC-FTCS** form (for payment) properly filled in:
 - To be completed after the last working day of the month in question (during the next week).
 - Remember to complete Box 2.
 - Get the authorities to complete points 3.1 & 3.2 of Part A.
- Send PMO.4 the documents relating to the national payments you have received:
 - Copy of bank statement showing unemployment benefit received.
 - Copy of bank statement showing family allowances received.

5. Please note:

- Payments
 - Payments are made manually, so the date of payment may change.
 - Payments should officially be made within 30 days of the date on which our department receives the original of the EC-FTCS form (for payment).
 - The payment process takes about 10 working days.
 - The length of time taken to make payments also depends on the right documents being submitted (form completed correctly and legibly, bank statement included where necessary, statement of family allowances provided, etc.).
- Acknowledgement of receipt
 - You will not automatically be sent an acknowledgement of receipt. Your unemployment manager will e-mail you if there is a document missing from your file.
- You must inform PMO.4 of any change:
 - of address (provide a certificate of residence as evidence)
 - in your bank account (use the financial identification form)
 - in your employment situation (copy of your new employment contract).

Further information is available at:

http://myintracomm.ec.europa.eu/hr_admin/en/pension/Pages/unemployment.aspx