**ESTABLISHMENT OF HOUSEHOLD, CHILDREN’S AND EDUCATION ALLOWANCE RIGHTS** Article 9 of the Staff Regulations

Staff Member:

Department/ Office:

**The Staff Member DECLARES that:**

⮚ **His/ her spouse is gainfully employed** (to be completed only if there are no dependent children)

**NO**

**YES\***  Annual gross income (before deduction of tax):

Number of salary payments in the year:

Name of Employer: Starting date:

\* Please enclose spouse’s last three salary slips or tax declaration if freelance or self-employed

⮚ The following dependants receive **FULL-TIME EDUCATION** \*\***:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name/Family name | date of birth | course start & end dates | Course Level | Name School/ university | monthly salary or income if any |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*\* **Please enclose school certificates of attendance**

⮚ **He / She, the spouse or the person caring for the child receives family allowances** **from other sources** (CAF, Government Child Benefit, etc.)

**NO**

**YES**  If yes, please, specify \*\*\*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Dependent | Date of birth | Amount received | Start Date | Paying Organization |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\*\*\*Please enclose statement of received allowances as applicable, or family/spouse tax declaration.**

*The staff member declares that the foregoing declarations are accurate and complete, and according to Article 2.7 and Art. 7.3 of the Staff Regulations, whenever there is a change in the previously declared family circumstances, staff members shall automatically provide the updated information and notify the HR Department of such changes within 30 calendar days after their occurrence. An incomplete or false declaration may result in the recovery of any sums unduly paid and may lead, under Article 23 of the Staff Regulations to disciplinary action. The HR Department shall be entitled to demand any supporting documents that it deems necessary to establish a right to the corresponding allowances.*

Done at , / / Signature

THIS FORM SHALL BE PROVIDED TO HR AT LEAST ONCE A YEAR AND WHENEVER THERE IS A CHANGE IN THE ABOVE CIRCUMSTANCES WITH THE REQUIRED SUPPORTING DOCUMENTS.