

REQUEST OF RESETTLEMENT ALLOWANCE

(Article 6, Annex VII of the Staff Regulations and the Conditions of Employment of the Teaching Staff
articles 24 and 92 of Conditions of Employment of Other Servants
articles 65 and 75a the Conditions of Employment of the Teaching Staff)

Having taken note of the regulations concerning resettlement allowance, I, the undersigned,

Surname(s) and name(s):

Personnel No.:.....

having left the service of the EUI on,

hereby declare to have resettled with my family without my family

at the following address (situated not less than 70 km from Florence):

.....
.....
.....

I declare that:

- A similar allowance of the amount ofhas been/will be paid to me or to my spouse in connection with my change of residence (supporting documents enclosed).
- No similar allowance has been/will be paid to me or to my spouse in connection with my change of residence.

I hereby apply for the resettlement allowance and I enclose evidence of the transfer of my residence **(proof of registration with the local authorities (i.e. utilities) at new address, copy of a lease/deed of purchase for a property at new location, copy of a letter from new employers confirming employment).**

I declare that the information given above is complete and accurate and I undertake to notify to the Human Resources Service any change which could affect my current situation. I acknowledge that according to Article 50 of the CETS and the article 85 (1) of the Staff Regulations *"Any sum overpaid shall be recovered if the recipient was aware that there was no due reason for the payment or if the fact of the overpayment was patently such that he could not have been unaware of it."*

Place, date Signature.....

ALL THE REQUESTED DOCUMENTS MUST BE ENCLOSED.

The file may only be sent to the Human Resources Service AFTER the termination of service and complete resettlement at the new place of residence.

Both the verification of the validity of the request and the time necessary to effect the payment mean that this payment will only be possible after a period of minimum 4 months following the termination of service.