

## DECISION No 154

of 8 February 1994

on the model forms necessary for the application of Council Regulations (EEC) No 1408/71 and (EEC) No 574/72 (E 301, E 302, E 303)

(Text with EEA relevance)

(94/605/EC)

THE ADMINISTRATIVE COMMISSION OF THE EUROPEAN COMMUNITIES ON SOCIAL SECURITY FOR MIGRANT WORKERS,

Having regard to Article 81 (a) of Council Regulation (EEC) No 1408/71 of 14 June 1971 on the application of social security schemes to employed persons, to self-employed persons and to members of their families moving within the Community, under which it is the duty of the Administrative Commission to deal with all administrative matters arising from Regulation (EEC) No 1408/71 and subsequent Regulations,

Having regard to Article 2 (1) of Council Regulation (EEC) No 574/72 of 21 of March 1972, under which it is the duty of the Administrative Commission to draw up models of certificates, certified statements, declarations, applications and other documents necessary for the application of the Regulations,

Having regard to Decision No 130 of 17 October 1985 laying down and adapting the model forms necessary for the application of the Regulations,

Whereas these model forms should be adapted to take account of the amendments which have been introduced into the national legislations of Member States;

Whereas the Agreement on the European Economic Area of 2 May 1992, as adjusted by the protocol of 17 March 1993, Annex VI, implements Council Regulations (EEC) No 1408/71 and (EEC) No 574/72 within the European Economic Area;

Whereas by Decision of the EEA Joint Committee the model forms necessary for the application of Council Regulations (EEC) No 1408/71 and (EEC) No 574/72 will be adapted and implemented within the European Economic Area;

Whereas for practical reasons identical forms should be used within the Community and within the European Economic Area;

Whereas with a view to the envisaged participation of Liechtenstein in the EEA at a later stage, these forms should also be adapted as regards Liechtenstein;

Whereas the language in which the forms should be drawn up has been decided by Recommendation No 15 of the Administrative Commission,

HAS DECIDED AS FOLLOWS:

1. The model forms E 301 to E 303 printed in Decision No 130 shall be replaced by the models appended hereto.
2. The competent authorities of the Member States shall make available to the person concerned (rightful claimants, institutions, employers, etc.) the forms according to the attached models.

3. Each form shall be available in the official languages of the Community and laid out in such a manner that the different versions are perfectly superposable, thereby making it possible for each person or body to which a form is addressed (rightful claimant, institution, employer, etc.) to receive the form printed in their own language.
4. This Decision shall be applicable from the first day of the month following its publication in the *Official Journal of the European Communities*.

*The Chairman*  
*of the Administrative Commission*  
Georgios VAKALOPOULOS

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**CERTIFICATE CONCERNING THE PERIODS TO BE TAKEN INTO ACCOUNT FOR THE GRANTING OF UNEMPLOYMENT BENEFITS**

Reg. 1408/71: Art. 67; Art. 68; Art. 71.1.a.ii; Art. 71.1.b.ii  
Reg. 574/72: Art. 80; Art. 81; Art. 84.2

To be issued by the competent unemployment institution or the institution designated by the competent authority of the country where the unemployed person was previously insured. To be handed over to the person concerned or sent to the competent institution.

<b>1</b>	Employed person
1.1	Surname (1a) .....
1.2	Forenames .....
	Previous names (1a) (1b) .....
	Date of birth .....
1.3	Place of birth (2) .....
	Nationality .....
	D.N.I. (3) .....
1.4	Address of the worker in the State to which the certificate is being sent (4) (14) ..... ..... .....
1.5	Identification No (4) (5) .....
1.6	Trade Union/Unemployment fund (6) .....

**2** The insured person named above completed the following periods in the course of

- 2.1  the year (7)                       the two years (7)                       the three years (7)  
 more than three years (7)                       the four years (7)  
preceding the end of his last employment

**3** Periods of insurance relating to paid employment and periods treated as such (8)

3.1 Periods of insurance

	from	to

3.2 Periods treated as periods of insurance

	from	to	Reason for treating as such (9)

**4** Periods of employment and periods treated as such (8) (8a)

4.1 Periods of employment

	from	to	Occupation (10)

4.2 Periods treated as periods of employment

	from	to	Reason for treating as such (9)

**5 Details of last employment (Article 68 (1), second sentence)**

Field of activity	Nature of work carried out <sup>(11)</sup> (e.g. 'bricklayer' not 'building worker')	Approximate wage per reference period

- 5.1 Reason for termination
- |   |  |
|---|--|
| <input type="checkbox"/> dismissal          | <input type="checkbox"/> resignation                               |
| <input type="checkbox"/> expiry of contract | <input type="checkbox"/> termination of contract by mutual consent |
| <input type="checkbox"/> other .....        |  |

6 The person concerned

6.1  has received or has still to receive wages for the period following termination of work, up to .....

6.2  has received or has still to receive, on termination of work, compensation or other similar payment, amounting to .....

6.3  has received or has still to receive payment in lieu of annual leave, amounting to ..... for ..... days <sup>(12)</sup>

6.4  has waived the following rights which he enjoys under his contract of employment <sup>(13)</sup>  
.....

Reason .....

6.5  is in receipt of other benefits

7 Since the commencement of last employment shown in item 5 the person concerned received unemployment benefits

from	to

8  The person concerned is entitled to benefits under Art. 69 of Reg. 1408/71  
(E 303 certificate from ..... to .....  
drawn up on ..... )

9  The person concerned is not entitled to receive benefits under Art. 69 of Reg. 1408/71

9.1  because there is no entitlement under the legislation administered by the institution issuing this certificate

9.2  because he has not remained available to the employment services of the competent country for a period of four weeks from the day on which he became unemployed and because he was not authorized to leave that country before the end of that period

10  The person concerned is not entitled to benefits under Art. 71.1.a.i or Art. 71.1.b.i of Reg. 1408/71 from the institution issuing this certificate

<b>11</b>	<b>Institution issuing the certificate</b>
11.1	Name .....
11.2	Address <sup>(14)</sup> .....
11.3	Stamp .....
	11.4 Date .....
	11.5 Signature .....

## INSTRUCTIONS

Please complete this form in block letters, writing on the dotted lines only. It consists of three pages, none of which may be left out even if it does not contain any relevant information.

## NOTES

- \* EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purpose of this agreement the present form shall also apply to Austria, Finland, Iceland, Liechtenstein, Norway and Sweden.
- (1) Symbol of the country in which the institution completing the form is situated: B = Belgium; DK = Denmark; D = Germany; GR = Greece; E = Spain; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = The Netherlands; P = Portugal; GB = United Kingdom; A = Austria; FIN = Finland; IS = Iceland; FL = Liechtenstein; N = Norway; S = Sweden.
- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals, state the number appearing on the national identity card (D.N.I.), if it exists, even if the identity card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to a Danish, Austrian, Finnish or Swedish institution, please give the personal identification number. When the form is being sent to a French institution, please give the Social Security Number (NIR).
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) *One year* if the certificate is to be sent to a Luxembourg institution.  
*Two years* if it is to be sent to a Portuguese, Italian, Finnish, Icelandic, Liechtenstein or Swedish institution. Italy may also request information on the complete insurance history abroad of the person concerned.  
*Three years* if it is to be sent to a Belgian, Danish, French, Greek, Irish or United Kingdom institution.  
*More than three years* if the certificate is to be sent to a Netherlands (five years) Spanish (six years), German (seven years) or Austrian institution (10, 15 or 25 years).  
*The last ended calendar year or the three last ended calendar years* if the form is to be sent to a Norwegian institution.
- (8) If a breakdown of the details requested in items 3.1, 3.2, 4.1 and 4.2 is not available, state the total number of periods of insurance in item 3.1 or 4.1, as the case may be. Items 3.1 and 4.1 must be completed even if the periods overlap.
- (8a) Periods of employment is to be understood as periods of employment only when these did not lead to unemployment insurance under the legislation of the State concerned.
- (9) E. g. sickness, maternity, accident at work, military service, vocational training, recorded unemployment.
- (10) State also the number of hours worked during these periods if known.
- (11) Specify whether it is a seasonal activity.
- (12) To be completed, if the certificate is to be sent to a Belgian, Danish, German, Spanish, French, Italian, Netherlands, Austrian, Liechtenstein or Norwegian institution.
- (13) To be completed, if the certificate is to be sent to a Belgian, Danish, Italian, Netherlands, Portuguese, Liechtenstein or Norwegian institution.
- (14) Street, number, post code, town, country.



**ITEM 3**

**INSURANCE PERIODS AND PERIODS TREATED AS SUCH  
ADDITIONAL INFORMATION FOR SPANISH INSTITUTIONS**

To be completed where the unemployed worker is aged 52 or over and resides in Spain.

The worker named at item 1 completed the following insurance periods and periods treated as such during his working life:

1. Insurance periods relating to paid employment

Insurance periods covered and periods treated as such			Insurance periods		Periods treated as such		Occupation
Year	from	to	Years	Days	Years	Days	

2. Insurance periods relating to self-employment

from	to	from	to	from	to	from	to	from	to





**CERTIFICATE RELATING TO MEMBERS OF THE FAMILY OF AN UNEMPLOYED PERSON  
WHO MUST BE TAKEN INTO ACCOUNT FOR THE CALCULATION OF BENEFITS**

Reg. 1408/71: Art. 68.2  
Reg. 574/72: Art. 82

To be issued by the designated institution in the country of residence of the members of the family. To be handed over to the unemployed person or sent to the competent institution.

<b>1</b>	Unemployed person		
1.1	Surname (1a) .....		
1.2	Forenames .....	Previous names (1a) (1b) .....	Date of birth .....
1.3	Place of birth (2) .....	Nationality .....	D.N.I. (3) .....
1.4	Identification No (4) (5) .....		
1.5	Trade Union/Unemployment Fund (6): .....		

<b>2</b>	Members of the family				
Serial No	Surname (1a)	Forenames	Date of birth	Relation-ship	Place of residence
1	.....	.....	.....	.....	.....
2	.....	.....	.....	.....	.....
3	.....	.....	.....	.....	.....
4	.....	.....	.....	.....	.....
5	.....	.....	.....	.....	.....
6	.....	.....	.....	.....	.....
7	.....	.....	.....	.....	.....
8	.....	.....	.....	.....	.....

<b>3</b>	Where appropriate, income of members of the family (nature and monthly amount, including social benefits)		
No (7)	Members of the family	Nature of income	Amount
.....	.....	.....	.....
.....	.....	.....	.....

4 Until he became unemployed, the unemployed person maintained the members of his family indicated under Serial Nos

4.1 The member of the family mentioned under Serial Number

..... is unable, owing to physical or mental disability, to work for his living (8)

4.2 The family supplements for the members of the family mentioned under Serial Nos

.....  
have been paid to another person at the same time as unemployment benefits for the period  
from ..... to .....

4.3 Information required only by United Kingdom and Finnish institutions: with the exception of employment in the United Kingdom and Finland the unemployed person and his/her spouse:

have been living under the same roof       have not been living under the same roof

4.4 This certificate is valid for 12 months from the date of issue

5	Institution issuing the certificate		
5.1	Name	.....	
5.2	Address (9)	.....	
5.3	Stamp	.....	
	5.4	Date	.....
	5.5	Signature	.....

6	Statement from the unemployed person (10)		
6.1	The unemployed person named in box 1 declares that the members of his family mentioned under Serial Nos		
	.....	of box 2	
	<input type="checkbox"/> are	<input type="checkbox"/> are not	
	taken into consideration for the calculation of unemployment benefits due to another person under United Kingdom legislation		
	6.2	Date	.....
	6.3	Signature of the unemployed person	.....

**INSTRUCTIONS**

**Please complete this form in block letters, writing on the dotted lines only. It consists of three pages, none of which may be left out even if it does not contain any relevant information.**

**NOTES**

- \* EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purpose of this agreement the present form shall also apply to Austria, Finland, Iceland, Liechtenstein, Norway and Sweden.
- (1) Symbol of the country to which the institution completing the form belongs: B = Belgium; DK = Denmark; D = Germany; GR = Greece; E = Spain; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = the Netherlands; P = Portugal; GB = United Kingdom; A = Austria; FIN = Finland; IS = Iceland; FL = Liechtenstein; N = Norway; S = Sweden.
- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals state the number appearing on the national identity card (D.N.I.), if it exists, even if the card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to an Austrian, Finish, Icelandic or Swedish institution, please give the personal identification number.
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) For each member of the family mentioned in this box, retain the Serial Number shown in box 2.
- (8) Complete if the form is to be sent to a Belgian, Greek, Spanish, French, United Kingdom, Austrian, Liechtenstein or Norwegian institution.
- (9) Street, number, post code, town, country.
- (10) To be completed by the unemployed person only where the certificate is issued by a United Kingdom institution.
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**CERTIFICATE CONCERNING RETENTION OF THE RIGHT TO UNEMPLOYMENT BENEFITS**

Reg. 1408/71: Art. 69  
Reg. 574/72: Art. 26.2; Art. 83.1, 2 and 3; Art. 97

1	Unemployed person	Identification No (4) (5)
1.1	Surname (1a)	
1.2	Forenames	Previous names (1a) (1b)      Date of birth
1.3	Place of birth (2)	Nationality      D.N.I. (3)
1.4	Address of the unemployed person in the State to which the certificate is being sent (4) (11)	
1.5	Trade Union/Unemployment Fund (6):	

- 2 Under the provisions of Art. 69 of Reg. 1408/71, the unemployed person named above is entitled to unemployment benefits from the time he/she registers with the employment services of the country where he/she is seeking employment
- 3 The unemployed person may receive benefits, however, from (date) ..... , provided that he/she has registered as a person seeking employment at the latest by ..... with the employment services (7) of the country where he/she is seeking employment (7a)
- 3.1 The unemployed person may receive benefits only from ..... since, until that date, entitlement to benefits is suspended (7a)
- 4 The unemployed person is entitled to benefits for a period of not more than ..... days, pursuant to Art. 69 of Reg. 1408/71, provided that the period does not extend beyond (date) .....
- 4.1 The benefits are granted for every day of the week, except  
 Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday  
 The benefits are granted for ..... days per month
- 4.2 Daily amount of unemployment benefits  
 ..... net, which includes an increase for dependants of: ..... net,  
 and from (date) .....
- ..... net, which includes an increase for dependants of: ..... net.
- 4.3 Weekly amount of unemployment benefits ..... net,  
 and from (date) ..... net.
- 4.4 Monthly amount of unemployment benefits ..... net (7b).
- 5 The payment of benefits must be suspended in the following circumstances (Reg. 574/72, Art. 83.1.e and Art. 83.3):
- 5.1 — where the unemployed person has taken up 'permanent' gainful employment (8) or becomes self-employed;
- 5.2 — where the unemployed person receives occasional earnings (8a) from an activity other than those mentioned in item 5.1 above (in this case, the payment of benefits must be suspended for the number of days during which the person concerned receives these occasional earnings);
- 5.3 — where the unemployed person refuses an offer of employment or refuses to go for an interview with the employment services;
- 5.4 — where the unemployed person refuses to participate in occupational rehabilitation (9);
- 5.5 — where the unemployed person does not submit or no longer submits to control procedures;
- 5.6 — where the unemployed person is suffering from permanent incapacity for work (10);
- 5.7 — where the unemployed person is suffering from temporary incapacity for work (in this case, the payment of benefits is suspended until re-registration) (10a);
- 5.8 — where the unemployed person is not available to the employment services;
- 5.9 — where there is a decrease in the number of members of the family qualifying for an increase, or when one of these members receives an income referred to on the E 302 form (in this case, the family increase is deducted from the benefit).

6	Institution completing the form	
6.1	Name	.....
6.2	Address <sup>(11)</sup>	..... .....
6.3	Stamp	
	6.4	Date
	6.5	Signature
		.....

**INSTRUCTIONS**

The competent institution of the last country of employment should complete the relevant sections of the series of E 303/0 to E 303/4 forms; it should keep E 303/0 and send the rest of the series to the unemployed person, including E 303/5, or, if appropriate, send it to the competent unemployment institution in the place where the unemployed person is seeking employment.

Please complete this form in block letters, writing on the dotted lines only.

**NOTES**

- \* EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purpose of this agreement the present form shall also apply to Austria, Finland, Iceland, Liechtenstein, Norway and Sweden.
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- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals state the number appearing on the national identity card (D.N.I.), if it exists, even if the card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to a Danish, Austrian, Finnish, Icelandic or Swedish institution, please give the personal identification number.
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) In France, Italy, the Netherlands and Portugal, the unemployed person must also submit a claim for benefits to the competent unemployment insurance institution through the placement office.
- (7a) Delete as appropriate.
- (7b) Delete this line where no monthly amount is provided for in respect of unemployment benefits by the legislation applied by the institution providing the benefits on behalf of the other institution.
- (8) Under Italian legislation, permanent employment is any employment of more than five days; under Belgian, Spanish and Netherlands legislation, permanent employment is any employment of at least one normal working day; under Greek legislation permanent employment is any employment of at least three working days per week. Under United Kingdom legislation permanent employment is any employment where earnings reach or exceed the minimum level for liability to pay social security contributions.
- (8a) Under United Kingdom legislation, 'occasional earnings' are any earnings which do not reach or exceed the minimum level for liability to pay social security contributions.
- (9) This situation does not entail suspension of benefits where the certificate is issued by a Danish institution.
- (10) Or when the unemployed person receives an old-age pension, where the certificate is drawn up by a German or Luxembourg institution or an invalidity pension where the certificate is drawn up by a French, German or Luxembourg institution.
- (10a) This situation does not entail the suspension of benefits where the certificate has been issued by a Luxembourg or Portuguese institution.
- (11) Street, number, post code, town, country.

CERTIFICATE CONCERNING RETENTION OF THE RIGHT TO UNEMPLOYMENT BENEFITS

Reg. 1408/71: Art. 69

Reg. 574/72: Art. 26.2; Art. 83.1, 2 and 3; Art. 97

This copy should be sent to the unemployment insurance institution of the place where the unemployed person is seeking employment. It must be used as the basis for payment of unemployment benefits (Reg. 574/72: Art. 83.1)

1	Unemployed person	Identification No (4) (5)	.....
1.1	Surname (1a)	.....	
1.2	Forenames	Previous names (1a) (1b)	Date of birth
1.3	Place of birth (2)	Nationality	D.N.I. (3)
1.4	Address of the unemployed person in the State to which the certificate is being sent (4) (11)		
1.5	Trade Union/Unemployment Fund (6)		

2 Under the provisions of Art. 69 of Reg. 1408/71, the unemployed person named above is entitled to unemployment benefits from the time he/she registers with the employment services of the country where he/she is seeking employment

3 The unemployed person may receive benefits, however, from (date) ....., provided that he/she has registered as a person seeking employment at the latest by ..... with the employment services (7) of the country where he/she is seeking employment (7a).

3.1 The unemployed person may receive benefits only from ..... since, until that date, entitlement to benefits is suspended (7a).

4 The unemployed person is entitled to benefits for a period of not more than ..... days,

pursuant to Art. 69 of Reg. 1408/71, provided that the period does not extend beyond (date) .....

4.1 The benefits are granted for every day of the week, except

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

The benefits are granted for ..... days per month.

4.2 Daily amount of unemployment benefits:

..... net, which includes an increase for dependants of: ..... net,  
and from (date) .....

..... net, which includes an increase for dependants of ..... net.

4.3 Weekly amount of unemployment benefits

..... net,

and from (date) ..... net.

4.4 Monthly amount of unemployment benefits

..... net (7b).

5 The payment of benefits must be suspended in the following circumstances (Reg. 574/72, Art. 83.1.e and Art. 83.3):

- 5.1 — where the unemployed person has taken up 'permanent' gainful employment (8) or becomes self-employed;
- 5.2 — where the unemployed person receives occasional earnings (8a) from an activity other than those mentioned in item 5.1 above (in this case, the payment of benefits must be suspended for the number of days during which the person concerned receives these occasional earnings);
- 5.3 — where the unemployed person refuses an offer of employment or refuses to go for an interview with the employment services;
- 5.4 — where the unemployed person refuses to participate in occupational rehabilitation (9);
- 5.5 — where the unemployed person does not submit or no longer submits to control procedures;
- 5.6 — where the unemployed person is suffering from permanent incapacity for work (10);
- 5.7 — where the unemployed person is suffering from temporary incapacity for work (in this case, the payment of benefits is suspended until re-registration) (10a);
- 5.8 — where the unemployed person is not available to the employment services;
- 5.9 — where there is a decrease in the number of members of the family qualifying for an increase, or when one of these members receives an income referred to on the E 302 form (in this case, the family increase is deducted from the benefit).

6	Institution completing the form	
6.1	Name	.....
6.2	Address <sup>(11)</sup>	..... .....
6.3	Stamp	
	6.4	Date
	6.5	Signature
		.....

### INSTRUCTIONS

The competent institution of the last country of employment should complete the relevant sections of the series of E 303/0 to E 303/4 forms; it should keep E 303/0 and send the rest of the series to the unemployed person, including E 303/5, or, if appropriate, send it to the competent unemployment institution in the place where the unemployed person is seeking employment.

Please complete this form in block letters, writing on the dotted lines only.

### NOTES

- \* EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purpose of this agreement the present form shall also apply to Austria, Finland, Iceland, Liechtenstein, Norway and Sweden.
- (1) Symbol of the country to which the institution completing the form belongs: B = Belgium; DK = Denmark; D = Germany; GR = Greece; E = Spain; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = the Netherlands; P = Portugal; GB = United Kingdom; A = Austria; FIN = Finland; IS = Iceland; FL = Liechtenstein; N = Norway; S = Sweden.
- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals state the number appearing on the national identity card (D.N.I.), if it exists, even if the card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to a Danish, Austrian, Finnish, Icelandic or Swedish institution, please give the personal identification number.
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) In France, Italy, the Netherlands and Portugal, the unemployed person must also submit a claim for benefits to the competent unemployment insurance institution through the placement office.
- (7a) Delete as appropriate.
- (7b) Delete this line where no monthly amount is provided for in respect of unemployment benefits by the legislation applied by the institution providing the benefits on behalf of the other institution.
- (8) Under Italian legislation, permanent employment is any employment of more than five days; under Belgian, Spanish and Netherlands legislation, permanent employment is any employment of at least one normal working day; under Greek legislation permanent employment is any employment of at least three working days per week. Under United Kingdom legislation, permanent employment is any employment where earnings reach or exceed the minimum level for liability to pay social security contributions.
- (8a) Under United Kingdom legislation, 'occasional earnings' are any earnings which do not reach or exceed the minimum level for liability to pay social security contributions.
- (9) This situation does not entail suspension of benefits where the certificate is issued by a Danish institution.
- (10) Or when the unemployed person receives an old-age pension, where the certificate is drawn up by a German or Luxembourg institution or an invalidity pension where the certificate is drawn up by a French, German or Luxembourg institution.
- (10a) This situation does not entail the suspension of benefits where the certificate has been issued by a Luxembourg or Portuguese institution.
- (11) Street, number, post code, town, country.

**CERTIFICATE CONCERNING RETENTION OF THE RIGHT TO UNEMPLOYMENT BENEFITS**

Reg. 1408/71: Art. 69

Reg. 574/72: Art. 26.2; Art. 83.1, 2 and 3; Art. 97

*This copy must be returned to the competent institution as evidence of the registration of the unemployed person and of the commencement of payment of benefits (Reg. 574/72: Art. 83.3).*

1	Unemployed person	Identification No <sup>(4)</sup> <sup>(5)</sup>	
1.1	Surname <sup>(1a)</sup>		
1.2	Forenames	Previous names <sup>(1a)</sup> <sup>(1b)</sup>	Date of birth
1.3	Place of birth <sup>(2)</sup>	Nationality	D.N.I. <sup>(3)</sup>
1.4	Address of the unemployed person in the State to which the certificate is being sent <sup>(4)</sup> <sup>(11)</sup>		
1.5	Trade Union/Unemployment Fund <sup>(6)</sup>		

2 Under the provisions of Art. 69 of Reg. 1408/71, the unemployed person named above is entitled to unemployment benefits from the time he/she registers with the employment services of the country where he/she is seeking employment.

3 The unemployed person may receive benefits, however, from (date) \_\_\_\_\_, provided that he/she has registered as a person seeking employment at the latest by \_\_\_\_\_ with the employment services <sup>(7)</sup> of the country where he/she is seeking employment <sup>(7a)</sup>.

3.1 The unemployed person may receive benefits only from \_\_\_\_\_ since, until that date, entitlement to benefits is suspended <sup>(7a)</sup>.

4 The unemployed person is entitled to benefits for a period of not more than \_\_\_\_\_ days,

pursuant to Art. 69 of Reg. 1408/71, provided that the period does not extend beyond (date) \_\_\_\_\_

4.1 The benefits are granted for every day of the week, except  
 Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday  
 The benefits are granted for \_\_\_\_\_ days per month.

4.2 Daily amount of unemployment benefits  
 \_\_\_\_\_ net, which includes an increase for dependants of \_\_\_\_\_ net,  
 and from (date) \_\_\_\_\_

\_\_\_\_\_ net, which includes an increase for dependants of \_\_\_\_\_ net.

4.3 Weekly amount of unemployment benefits \_\_\_\_\_ net,  
 and from (date) \_\_\_\_\_ net.

4.4 Monthly amount of unemployment benefits \_\_\_\_\_ net <sup>(7b)</sup>.

5 The payment of benefits must be suspended in the following circumstances (Reg. 574/72, Art. 83.1.e and Art. 83.3):

- 5.1 — where the unemployed person has taken up 'permanent' gainful employment <sup>(8)</sup> or becomes self-employed;
- 5.2 — where the unemployed person receives occasional earnings <sup>(8a)</sup> from an activity other than those mentioned in item 5.1 above (in this case, the payment of benefits must be suspended for the number of days during which the person concerned receives these occasional earnings);
- 5.3 — where the unemployed person refuses an offer of employment or refuses to go for an interview with the employment services;
- 5.4 — where the unemployed person refuses to participate in occupational rehabilitation <sup>(9)</sup>;
- 5.5 — where the unemployed person does not submit or no longer submits to control procedures;
- 5.6 — where the unemployed person is suffering from permanent incapacity for work <sup>(10)</sup>;
- 5.7 — where the unemployed person is suffering from temporary incapacity for work (in this case, the payment of benefits is suspended until re-registration) <sup>(10a)</sup>;
- 5.8 — where the unemployed person is not available to the employment services;
- 5.9 — where there is a decrease in the number of members of the family qualifying for an increase, or when one of these members receives an income referred to on the E 302 form (in this case, the family increase is deducted from the benefit).

6	Institution completing the form
6.1	Name .....
6.2	Address (1') .....
	.....

**To be completed by the institution in the country where the unemployed person is seeking employment**

- 7 We certify
- 7.1 that the unemployed person named above registered as seeking employment on  
..... (date)
- 7.2 and has been receiving unemployment benefits since  
..... (date)

8	Institution of the country where the unemployed person is seeking employment	
8.1	Name .....	
8.2	Address (1') .....	
	.....	
8.3	Stamp	
		8.4 Date .....
		8.5 Signature .....
		.....

## INSTRUCTIONS

The competent institution of the last country of employment should complete the relevant sections of the series of E 303/0 to E 303/4 forms; it should keep E 303/0 and send the rest of the series to the unemployed person, including E 303/5, or if appropriate, send it to the competent unemployment institution in the place where the unemployed person is seeking employment.

Please complete this form in block letters, writing on the dotted lines only. It consists of three pages, none of which may be left out even if it does not contain any relevant information.

## NOTES

- \* EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purpose of this agreement the present form shall also apply to Austria, Finland, Iceland, Liechtenstein, Norway and Sweden.
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- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals state the number appearing on the national identity card (D.N.I.), if it exists, even if the card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to a Danish, Austrian, Finnish, Icelandic or Swedish institution, please give the personal identification number.
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) In France, Italy, the Netherlands and Portugal, the unemployed person must also submit a claim for benefits to the competent unemployment insurance institution through the placement office.
- (7a) Delete as appropriate.
- (7b) Delete this line where no monthly amount is provided for in respect of unemployment benefits by the legislation applied by the institution providing the benefits on behalf of the other institution.
- (8) Under Italian legislation, permanent employment is any employment of more than five days; under Belgian, Spanish and Netherlands legislation, permanent employment is any employment of at least one normal working day; under Greek legislation permanent employment is any employment of at least three working days per week. Under United Kingdom legislation permanent employment is any employment where earnings reach or exceed the minimum level for liability to pay social security contributions.
- (8a) Under United Kingdom legislation, 'occasional earnings' are any earnings which do not reach or exceed the minimum level for liability to pay social security contributions.
- (9) This situation does not entail suspension of benefits where the certificate is issued by a Danish institution.
- (10) Or when the unemployed person receives an old-age pension, where the certificate is drawn up by a German or Luxembourg institution or an invalidity pension where the certificate is drawn up by a French, German or Luxembourg institution.
- (10a) This situation does not entail the suspension of benefits where the certificate has been issued by a Luxembourg or Portuguese institution.
- (11) Street, number, post code, town, country.



**CERTIFICATE CONCERNING RETENTION OF THE RIGHT TO UNEMPLOYMENT BENEFITS**

Reg. 1408/71 Art. 69

Reg. 574/72: Art. 26.2; Art. 83.1, 2 and 3; Art. 97

This copy must be sent to the sickness insurance institution of the place where the unemployed person is seeking employment. (Reg. 574/72; Art. 26.2)

1	Unemployed person	Identification No (4) (5)
1.1	Surname (1a)	
1.2	Forenames	Previous names (1a) (1b)      Date of birth
1.3	Place of birth (2)	Nationality      D.N.I. (3)
1.4	Address of the unemployed person in the State to which the certificate is being sent (4) (11)	
1.5	Trade Union/Unemployment Fund (6)	

- 2 Under the provisions of Art. 69 of Reg. 1408/71, the unemployed person named above is entitled to unemployment benefits from the time he/she registers with the employment services of the country where he/she is seeking employment
- 3 The unemployed person may receive benefits, however, from (date) ..... , provided that he/she has registered as a person seeking employment at the latest by ..... with the employment services (7) of the country where he/she is seeking employment (7a)
- 3.1 The unemployed person may receive benefits only from ..... since, until that date, entitlement to benefits is suspended (7a)
- 4 The unemployed person is entitled to benefits for a period of not more than .....days, pursuant to Art. 69 of Reg. 1408/71, provided that the period does not extend beyond (date) .....
- 4.1 The benefits are granted for every day of the week, except  
 Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday  
 The benefits are granted for ..... days per month
- 4.2 Daily amount of unemployment benefits  
 ..... net, which includes an increase for dependants of .....net,  
 and from (date) .....
- ..... net, which includes an increase for dependants of .....net.
- 4.3 Weekly amount of unemployment benefits .....net,  
 and from (date) .....net.
- 4.4 Monthly amount of unemployment benefits .....net (7b).
- 5 The payment of benefits must be suspended in the following circumstances (Reg. 574/72, Art. 83.1.e and Art. 83.3)
- 5.1 — where the unemployed person has taken up 'permanent' gainful employment (8) or becomes self-employed;
- 5.2 — where the unemployed person receives occasional earnings (8a) from an activity other than those mentioned in item 5.1 above (in this case, the payment of benefits must be suspended for the number of days during which the person concerned receives these occasional earnings);
- 5.3 — where the unemployed person refuses an offer of employment or refuses to go for an interview with the employment services;
- 5.4 — where the unemployed person refuses to participate in occupational rehabilitation (9);
- 5.5 — where the unemployed person does not submit or no longer submits to control procedures;
- 5.6 — where the unemployed person is suffering from permanent incapacity for work (10);
- 5.7 — where the unemployed person is suffering from temporary incapacity for work (in this case, the payment of benefits is suspended until re-registration (10a);
- 5.8 — where the unemployed person is not available to the employment services;
- 5.9 — where there is a decrease in the number of members of the family qualifying for an increase, or when one of these members receives an income referred to on the E 302 form (in this case, the family increase is deducted from the benefit).

6	Institution completing the form
6.1	Name .....
6.2	Address (11) .....
	.....

**To be completed by the institution in the country where the unemployed person is seeking employment and to be attached to Form E 119**

7 We certify  
7.1 that the unemployed person named above registered as seeking employment on  
..... (date)  
7.2 and has been receiving unemployment benefits since  
..... (date)

8	Institution of the country where the unemployed person is seeking employment	
8.1	Name .....	
8.2	Address (11) .....	
	.....	
8.3	Stamp	
		8.4 Date .....
		8.5 Signature .....
		.....

## INSTRUCTIONS

The competent institution of the last country of employment should complete the relevant sections of the series of E 303/0 to E 303/4 forms; it should keep E 303/0 and send the rest of the series to the unemployed person, including E 303/5, or, if appropriate, send it to the competent unemployment institution in the place where the unemployed person is seeking employment.

Please complete this form in block letters, writing on the dotted lines only. It consists of three pages, none of which may be left out even if it does not contain any relevant information.

## NOTES

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- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals state the number appearing on the national identity card (D.N.I.), if it exists, even if the card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to a Danish, Austrian, Finnish, Icelandic or Swedish institution, please give the personal identification number.
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) In France, Italy, the Netherlands and Portugal, the unemployed person must also submit a claim for benefits to the competent unemployment insurance institution through the placement office.
- (7a) Delete as appropriate.
- (7b) Delete this line where no monthly amount is provided for in respect of unemployment benefits by the legislation applied by the institution providing the benefits on behalf of the other institution.
- (8) Under Italian legislation, permanent employment is any employment of more than five days; under Belgian, Spanish and Netherlands legislation, permanent employment is any employment of at least one normal working day; under Greek legislation permanent employment is any employment of at least three working days per week. Under United Kingdom legislation, permanent employment is any employment where earnings reach or exceed the minimum level for liability to pay social security contributions.
- (8a) Under United Kingdom legislation, 'occasional earnings' are any earnings which do not reach or exceed the minimum level for liability to pay social security contributions.
- (9) This situation does not entail suspension of benefits where the certificate is issued by a Danish institution.
- (10) Or when the unemployed person receives an old-age pension, where the certificate is drawn up by a German or Luxembourg institution or an invalidity pension where the certificate is drawn up by a French, German or Luxembourg institution.
- (10a) This situation does not entail the suspension of benefits where the certificate has been issued by a Luxembourg or Portuguese institution.
- (11) Street, number, post code, town, country.
-



**CERTIFICATE CONCERNING RETENTION OF THE RIGHT TO UNEMPLOYMENT BENEFITS**

Reg. 1408/71: Art. 69

Reg. 574/72: Art. 26.2; Art. 83.1, 2 and 3; Art. 97

This copy must be returned to the competent institution, to serve as the basis for refund of unemployment benefits paid on behalf of that institution (Reg. 574/72: Art. 97).

1	Unemployed person	Identification No (4) (5)
1.1	Surname (1a)	
1.2	Forenames	Previous names (1a) (1b)      Date of birth
1.3	Place of birth (2)	Nationality      D.N.I. (3)
1.4	Address of the unemployed person in the State to which the certificate is being sent (4) (11)	
1.5	Trade Union/Unemployment Fund (6)	

2 Under the provisions of Art. 69 of Reg. 1408/71, the unemployed person named above is entitled to unemployment benefits from the time he/she registers with the employment services of the country where he/she is seeking employment

3 The unemployed person may receive benefits, however, from (date) \_\_\_\_\_, provided that he/she has registered as a person seeking employment at the latest by \_\_\_\_\_ with the employment services (7) of the country where he/she is seeking employment (7a)

3.1 The unemployed person may receive benefits only from \_\_\_\_\_ since, until that date, entitlement to benefits is suspended (7a)

4 The unemployed person is entitled to benefits for a period of not more than \_\_\_\_\_ days, pursuant to Art. 69 of Reg. 1408/71, provided that the period does not extend beyond (date) \_\_\_\_\_

4.1 The benefits are granted for every day of the week, except  
 Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday  
 The benefits are granted for \_\_\_\_\_ days per month

4.2 Daily amount of unemployment benefits  
 \_\_\_\_\_ net, which includes an increase for dependants of: \_\_\_\_\_ net,  
 and from (date) \_\_\_\_\_  
 \_\_\_\_\_ net, which includes an increase for dependants of \_\_\_\_\_ net.

4.3 Weekly amount of unemployment benefits \_\_\_\_\_ net,  
 and from (date) \_\_\_\_\_ net.

4.4 Monthly amount of unemployment benefits \_\_\_\_\_ net (7b).

5 The payment of benefits must be suspended in the following circumstances (Reg. 574/72, Art. 83.1.e and Art. 83.3)

- 5.1 — where the unemployed person has taken up 'permanent' gainful employment (8) or becomes self-employed;
- 5.2 — where the unemployed person receives occasional earnings (8a) from an activity other than those mentioned in item 5.1 above ((in this case, the payment of benefits must be suspended for the number of days during which the person concerned receives these occasional earnings);
- 5.3 — where the unemployed person refuses an offer of employment or refuses to go for an interview with the employment services;
- 5.4 — where the unemployed person refuses to participate in occupational rehabilitation (9);
- 5.5 — where the unemployed person does not submit or no longer submits to control procedures;
- 5.6 — where the unemployed person is suffering from permanent incapacity for work (10);
- 5.7 — where the unemployed person is suffering from temporary incapacity for work (in this case, the payment of benefits is suspended until re-registration (10a));
- 5.8 — where the unemployed person is not available to the employment services;
- 5.9 — where there is a decrease in the number of members of the family qualifying for an increase, or when one of these members receives an income referred to on the E 302 form (in this case, the family increase is deducted from the benefit).

<b>6</b>	Institution completing the form
6.1	Name .....
6.2	Address <sup>(11)</sup> .....
	.....

**To be completed by the institution of the country where the unemployed person is seeking employment**

7 The following sums have been paid to the unemployed person on the basis of this certificate

Periods to which the payments relate		No of days for which benefits are provided	Date of payment	Rate of exchange	Per diem amount in	Per diem amount in	Total payments in
from	to				..... (12)	..... (13)	..... (13)
1	2	3	4	5	6	7	8
							<b>Total</b>

Reason for suspension or stoppage of payments

.....

.....

<b>8</b>	Institution in the country where the unemployed person is seeking employment	
8.1	Name .....	
8.2	Address <sup>(11)</sup> .....	
8.3	Stamp .....	
	8.4	Date .....
	8.5	Signature .....

## INSTRUCTIONS

The competent institution of the last country of employment should complete the relevant sections of the series of E 303/4 foema E 303/0 to; it should keep E 303/0 and send the rest of the series to the unemployed person, including E 303/5, or, if appropriate, send it to the competent unemployment institution of the place where the unemployed person is seeking employment.

Please complete this form in block letters, writing on the dotted lines only. It consists of three pages, none of which be left out even if it does not contain any relevant information.

## NOTES

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- (1a) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1b) Previous names include surname at birth.
- (2) In the case of Portuguese districts, state also the parish and the local authority.
- (3) In the case of Spanish nationals state the number appearing on the national identity card (D.N.I.), if it exists, even if the card is out of date. Failing this, state 'None'.
- (4) If this is known.
- (5) When the form is being sent to a Danish, Austrian, Finnish, Icelandic or Swedish institution, please give the personal identification number.
- (6) To be completed, if possible, only when the certificate is requested by a worker before departure to Denmark, Finland, Iceland or Sweden and where the worker has been previously insured in one of those countries.
- (7) In France, Italy, the Netherlands and Portugal, the unemployed person must also submit a claim for benefits to the competent unemployment insurance institution through the placement office.
- (7a) Delete as appropriate.
- (7b) Delete this line where no monthly amount is provided for in respect of unemployment benefits by the legislation applied by the institution providing the benefits on behalf of the other institution.
- (8) Under Italian legislation, permanent employment is any employment of more than five days; under Belgian, Spanish and Netherlands legislation, permanent employment is any employment of at least one normal working day; under Greek legislation permanent employment is any employment of at least three working days per week. Under United Kingdom legislation, permanent employment is any employment where earnings reach or exceed the minimum level for liability to pay social security contributions.
- (8a) Under United Kingdom legislation, 'occasional earnings' are any earnings which do not reach or exceed the minimum level for liability to pay social security contributions.
- (9) This situation does not entail suspension of benefits where the certificate is issued by a Danish institution.
- (10) The same applies in case of an old-age pension where the certificate is drawn up by a German or Luxembourg institution or an invalidity pension where the certificate is drawn up by a French, German or Luxembourg institution.
- (10a) This situation does not entail the suspension of benefits where the certificate has been issued by a Luxembourg or Portuguese institution.
- (11) Street, number, post code, town, country.
- (12) Street, number, post code, town, country.
- (13) Currency of the State issuing the E 303 form.
- (14) Currency of the State where the unemployed person is seeking employment.



**Information for unemployed persons who intend to go to another Member State to seek employment**

**Before leaving,**

complete all the necessary formalities to ensure that where necessary you will receive sickness and maternity insurance benefits for yourself and for the members of your family, even while you are seeking employment.

Accordingly, you should go to the sickness fund with which you are or were last insured. On production of an E 303 form which you can obtain from the unemployment insurance institution, the sickness fund will give you an E 119 certificate. In the case of sickness or maternity, you should present this certificate to the sickness fund in the country where you are seeking employment.

**On arrival,**

in the place where you are seeking employment, you should go to the employment office; in the Netherlands and Liechtenstein you must also go to the unemployment insurance office; in Finland you must also go to the local office of the social Insurance Institution. These offices are the following:

*in* Belgium: the local offices of the 'Office national de l'emploi' 'Rijksdienst voor arbeidsvoorziening' (national employment office);

*in* Denmark: the local 'Arbejdsformidlingskontor' (labour exchange office);

*in* Germany: the 'Arbeitsamt' (employment office);

*in* Greece: the local employment office of the 'Organismos Apascholiseos Ergatikou Dynamikou', or, where this does not exist, the local office of the IKA;

*in* Spain: the 'Dirección Provincial del INEM (Instituto Nacional de Empleo)' [Provincial Directorate of the INEM (National Employment Institution)];

*in* France: the 'Agence locale pour l'emploi' (ANPE) (local employment office);

*in* Ireland: the nearest local office of the Department of Social Welfare;

*in* Italy: the 'Sezione circoscrizionale per l'impiego' (local authority employment office) where you must also submit your claim for unemployment benefits;

*in* Luxembourg: the 'Administration de l'emploi' (employment office);

*in* the Netherlands: the 'Gewestelijk Arbeidsbureau' (regional employment office) and the local office of the 'Gemeenschappelijk Administratiekantoor' (Joint Administration Office);

*in* Portugal: **for metropolitan Portugal:** the 'Centro de Emprego' (Employment Centre) of the place of stay; **for Madeira:** the 'Direcção Regional de Emprego' (Regional Employment Directorate) in Funchal; **for the Azores:** the 'Centro de Emprego' (Employment Centre) of the place of stay;

*in* the United Kingdom: the local Unemployment Benefit Office of the Employment Service Agency or the Local Social Security Office of the Northern Ireland Social Security Agency as appropriate;

*in* Austria: the 'Arbeitsamt' (local employment office);

*in* Finland: the 'Työvoimatoimisto' (employment office) and the local office for Social Insurance Institution;

*in* Iceland: the 'Atvinnuleysisstryggingasjodur' (the Unemployment Insurance Fund) in Reykjavik;

*in* Liechtenstein: the 'Amt für Volkswirtschaft' (Office of National Economy) in Vaduz;

*in* Norway: Arbejdsformidlingen or Arbejdskontoret (the local Employment Office);

*in* Sweden: Arbetsförmedlingen (the local Employment Office).

Hand to the relevant office all the copies of Form E 303 in your possession, with the exception of Form E 303/5, which you should retain. In the case of Denmark, the competent Danish institution always sends the forms direct to the institution of the country in which the person concerned is seeking employment. The job-seeker therefore receives only a copy.

Please note the final date, indicated on the E 303, by which you must attend if you still wish to receive unemployment benefits from the moment when you ceased to be registered as seeking employment in the country you are leaving.

**While you are seeking employment**

you will be subject to the supervision of the employment services and unemployment insurance bodies just like all other unemployed persons in the area. You must inform the institution to which you gave an E 303 form of any change of circumstances that may affect your entitlement to unemployment benefits; the same applies if you become unfit for work.

Where this change in circumstances may entitle you to increased benefits (e.g. when you get married or in the case of the birth of a child), you may also directly inform the institution which issued you with an E 303 form, attaching the appropriate documents as proof.

If you return to the country in which you were last employed before the deadline indicated in heading 4 of the E 303 form, you continue to enjoy unemployment benefits in accordance with the legislation of that country. You should, however, inform the placement services and the unemployment insurance institution of that country of the periods during which you received unemployment benefits in the country to which you went to seek employment. Before you return to the country in which you were last employed, the unemployment insurance institution should issue you with the certificate on page 2 of this form stating the periods during which you received benefits in the country in which you sought employment. If you received only a part of these benefits, or none at all, you can appoint a trustworthy person to collect the money owed to you.

If, however, you return after the deadline set in Item 4 of the E 303 form, you may lose all entitlement to unemployment benefits.

If your failure to return in time is due to exceptional circumstances, the institution which issued you with an E 303 form may decide to pay you benefits on your return.

To be completed by the institution of the country where the unemployed person is seeking employment.

1	The unemployed person	Identification No (1b) (1c):	.....
1.1	Surname (1) .....		
1.2	Forenames	Previous names (1) (1a)	Date of birth
	.....	.....	.....

2 E 303 dated ..... issued by the institution

2.1 (name) .....

2.2 (address) .....

3 On the basis of the abovementioned E 303

3.1 unemployment benefit was paid for the following periods

from	to	number of days
.....	.....	.....
.....	.....	.....

3.2 no unemployment benefit was paid for the following periods

from	to	number of days
.....	.....	.....
.....	.....	.....

for the following reasons (e.g. end of period; new employment; illness; return to  
..... etc.)  
.....  
.....

4	Institution in the country where the unemployed person is seeking employment		
4.1	Name	.....	
4.2	Address	.....	
4.3	Stamp	.....	
		4.4	Date .....
		4.5	Signature .....

NOTES

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- (1) In the case of Spanish nationals state both names.  
In the case of Portuguese nationals state all names (forenames, surname, maiden name) in the order of civil status in which they appear on the identity card or passport.
- (1a) Previous names includes surname at birth.
- (1b) If this is known.
- (1c) When the form is being sent to a Danish, Austrian, Finnish, Icelandic or Swedish institution please give the personal identification number.