



## Guidance and Additional Information

*Please complete this form in BLOCK CAPITALS, obtaining the relevant information from your spouse wherever applicable. This paper or PDF form is to be used only by persons who do not have access to the on line EDH form. Wherever indicated, documentary evidence must be provided. Please fill-in each section of the form sequentially, unless directed otherwise by a **go to** indication.*

**i1** The Scheme or its Third-Party Administrator, UNIQA, may need to contact you or your spouse for a rapid clarification or verification regarding, for instance, your admittance to a hospital or one of your claims. Conversely, you may wish to contact the Scheme or UNIQA by e-mail; in which case your e-mail address will help us to verify your identity in order to protect personal or confidential information. *It is thus in your interest to provide this information.* Also, as cern.ch e-mail addresses do expire, you are invited to provide a private e-mail address. This information will not be made available to non-CHIS-related parties.

**i2** Upon retirement or leaving employment with the Organization, this shall be the calendar day following the last day of employment. In most other cases, this is the date on which the spouse's professional or health insurance situation, or income changed with respect to a previous declaration. If you wish : 1) to declare a change that occurred more than three months prior to completing the form; or 2) to provide an actual income when an estimate was previously provided, please contact us beforehand as indicated below.

**i3** National schemes or private insurers often provide different types or levels of insurance (including different geographical coverage). In order to assess if your spouse's health insurance is adequate or not (as per Article IV 2.02 of the CHIS Rules), be as precise as possible here. This is particularly important for schemes and insurance in countries other than France and Switzerland.

**i4** *Indicate gross monthly income (not annual gross income divided by 12 – any 13<sup>th</sup> or 14<sup>th</sup> month should be declared separately); if self-employed, provide a best estimate of the average monthly income over the next 12 months (in which case, please tick the box in the corresponding column).* If your spouse has more than one source of income, please start with the highest amount. In accordance with Article IV 2.04 of the CHIS Rules, income is defined as any form of remuneration, salary, fee or payment deriving from a professional activity, including any replacement salary received during periods of leave or any subsistence allowance or indemnity (even if paid by/via CERN). However, the following are not considered as income:

- unemployment benefits;
- disability pensions;
- dependent child allowances;
- maternity benefits if they are not a replacement salary;
- adoption benefits; or
- reimbursement by the employer of professional expenses incurred.

In accordance with Article IV 2.05 of the CHIS Rules, any payment from an old-age insurance scheme, including the CERN Pension Fund, is considered a retirement pension. However, the following are not considered as such:

- disability pensions; or
- payments received from a voluntary interest-paying savings product, contracted privately and for a fee.

If necessary, the official CERN exchange rate will be used to convert the income into Swiss francs; please do not convert currencies into Swiss francs yourself.

**i5** Income shall only be indicated as an estimate if the income is not effectively known in advance (typically, only self-employed persons or those paid on commission are in this situation). Any income indicated as an estimate is likely to be checked whenever evidence can be obtained (e.g. the annual tax statement issued by the tax authorities some months after the reference year).

**i6** *Applicable only if the spouse is employed in Switzerland.* All persons who are employed in Switzerland have such insurance, known as LAA. It covers occupational and non-occupational accidents at higher reimbursement rates than the CHIS; it is in your spouse's interest (and that of the Scheme) to submit any medical expenditure related to any occupational or non-occupational accident to such insurance first.

**For any question or for further guidance, contact the SHIPID Service by telephone (at +41.22.766 43 67 on Mondays and Thursdays between 10:00 and 12:00) or by e-mail at [chis.shipid@cern.ch](mailto:chis.shipid@cern.ch) (an answer may take 5 working days or more).**