



Family name and forename: ..... Staff number: .....

DG/Agency: ..... Administrative address: ..... Tel (office): .....

Date of entry into service: ..... Date end of service.....

Private/email address: ..... Tel (private): .....

**REMOVAL EXPENSES**  
**REQUEST FOR PRIOR APPROVAL**  
 (TO COMPLETE AND SEND TO PMO.4 to this mailbox:  
[PMO-DEPARTURE-RIGHTS@ec.europa.eu](mailto:PMO-DEPARTURE-RIGHTS@ec.europa.eu))

As a result of the termination of my activity and according to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, I have decided to move my furniture and personal belongings from

my previous address: .....

to my new address: .....

The move will probably take place on .....

The removal is foreseen in one step, for me and my family

The removal is foreseen in two instalments, this request is for:

myself

my family (n° of members .....

I hereby declare that all the furniture and personal belongings to be moved are my property or that of my immediate family. No items belonging to anyone else have been included.

I understand that if I ask for settlement of removal expenses in full in currency other than that in which the removal firm has been paid, I will bear any additional costs arising from exchange rate fluctuations and bank charges.

**I declare on my honour that the information given above is complete and accurate and I undertake to notify to the PMO any change which could affect my current situation.**

**I acknowledge that according to Article 85 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”.**

**I also take note that pursuant to Articles 22 and 86 of the Staff Regulations any false, incomplete and omitted information, aimed at obtaining a personal advantage, will be directly reported to the IDOC (Investigation and Disciplinary Office of the Commission) for possible disciplinary proceedings and to any competent authority in case of acts prosecutable by law.**

I attach the removal quotation and the inventory list.

Place..... Date.....

.....  
 (Applicant's signature)