

**RAPPORT DU GROUPE DE TRAVAIL CHARGÉ DES FORMULAIRES
DE LA COMMISSION SPÉCIALE SUR LE RECOUVREMENT INTERNATIONAL
DES ALIMENTS ENVERS LES ENFANTS ET D'AUTRES MEMBRES DE LA FAMILLE**

Coordonné par le Bureau Permanent

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**REPORT OF THE FORMS WORKING GROUP
OF THE SPECIAL COMMISSION ON THE INTERNATIONAL RECOVERY
OF CHILD SUPPORT AND OTHER FORMS OF FAMILY MAINTENANCE**

Co-ordinated by the Permanent Bureau

*Document préliminaire No 17 de mai 2006
à l'intention de la Commission spéciale de juin 2006
sur le recouvrement international des aliments
envers les enfants et d'autres membres de la famille*

*Preliminary Document No 17 of May 2006
for the attention of the Special Commission of June 2006
on the International Recovery of Child Support
and other Forms of Family Maintenance*

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Report of the Forms Working Group

Australia (Co-Chair), Canada, Costa Rica, France, Germany, Netherlands, United Kingdom, United States of America, Spain, Sweden, DIJuF, IAWJ (Co-Chair) and NCSEA

Introduction

1. On 15 April 2005, the Forms Working Group (hereinafter the Working Group) met in person at the Hague after the Third Meeting of the Special Commission on the International Recovery of Child Support and other Forms of Family Maintenance to discuss the work programme of the Group for the coming months. Between May 2005 and May 2006, the Working Group met by conference calls on nine occasions: 25 May, 8 June, 6 July, 20 July, 26 October, 23 November 2005, 24 January, 15 March and 26 April 2006.

2. The Working Group, now an independent Working Group of the Special Commission, has been working in close co-operation with the Administrative Co-operation Working Group, as required by its mandate. Also in line with this mandate, the coordination of the Working Group continued to be undertaken by the Permanent Bureau. All the documents and forms produced during the past year have been prepared simultaneously in both French and English. The final versions of the forms have been translated in Spanish for the Fourth Meeting of the Special Commission.

Mandate

3. It was decided at the Special Commission of 2005 that the Mandate of the Working Group was to prepare draft standard 'transmittal' and 'acknowledgment' forms and to continue its work on other forms. The draft forms were then to be submitted to the Drafting Committee to ensure that the language of the forms reflects that of the Tentative Draft Convention, and vice versa.

Work completed since April 2005

Transmittal Form – Article 12(2)

4. The Working Group transmitted to the Drafting Committee a Transmittal Form, as provided in Article 12(2), which now appears in an annex to the Tentative Draft Convention.

5. The text of the Transmittal Form is in line with the Tentative Draft Convention text. It takes as a basis that the name and date of birth are the two most widely used identification criteria used. Other identification criteria, such as place of birth and social security numbers could be included under item 9 of the Transmittal Form (*i.e.* "other information"). The form is devised for the applicant to be either the creditor – or a person representing the creditor – or the debtor. In addition, the Working Group is of the view that the applicant could also be a public body, as provided by Article 32. In that case the date of birth would be left empty. The form is the same whatever the application it is used for, thus providing consistency to the case-workers using it. The form lists all the documents that may accompany an application in accordance with the text of the Tentative Draft Convention. Finally, the form, in line with the April 2005 Information Note prepared by the Permanent Bureau on "The use of Information Technology with respect to the Recovery of Maintenance" dealing with the requirement of signatures, does not require a signature, only a name in order to identify the person sending the information on behalf of the Central Authority.

Acknowledgement Form – Article 12(3)

6. An Acknowledgement Form under Article 12(3) was prepared after the meeting of the Drafting Committee. Therefore, this form is not included in an annex to the Convention; it is attached to this document (see Annex A). The Acknowledgement Form will work in combination with status reports devised specifically for each application under Article 10 (see paragraphs 9 and 13 below).

Working Group recommendations to the Drafting Committee

7. In order to ensure that the language of the forms reflects that of the Tentative Draft Convention, and vice versa, the Working Group made recommendations to the Drafting Committee for its 5-9 September 2005 meeting in line with the recommendations it made in Preliminary Document No 15. The recommendations are attached to this document (see Annex B). A number of recommendations were made in relation to Articles 11 and 13 which are all reflected in footnotes 11-17 and 19 of the Tentative Draft Convention. Furthermore, the Drafting Committee included in the Tentative Draft Convention provisions concerning: a) protection of personal information (Article 33); b) confidentiality (Article 34); and, c) non disclosure of information (Article 35). Finally, in relation to the use of the terms "certification", "sworn", etc, the Working Group continued its work with a view to making some recommendations for the use of neutral terms and formulations to express the authenticity requirement of the information transmitted (*e.g.* an indication to the effect that the information transmitted is reliable, integral, complete and unaltered, etc) and for the identification of the authorities that have this responsibility. The Permanent Bureau sought the assistance of UNCITRAL in that respect. Preliminary thoughts from a member of the Working Group on this issue accompanied the assistance request to UNCITRAL (see Annex C).

8. The Working Group is conscious of the need of the Special Commission to discuss the policy issue of whether there could be direct contact between the requested Central Authority and the applicant. Without prejudice to this discussion, it is important to note that the forms developed until now are only intended for use between Central Authorities. However, the address of the applicant that is part of the minimum information to appear in an application, in accordance with Article 11(1) *b*) (Option 1) of the Tentative Draft Convention, has been included in the application forms developed by the Working Group. This could result in the requested Central Authority contacting directly the applicant, thus initiating communications that are beyond those provided for under Article 12(3). On the other hand, it was pointed out that the inclusion of an address could be useful for the competent authority in the requested State to serve or notify directly the applicant. In this respect the question was raised whether it should not be the requesting Central Authority that should receive these notifications or documents for service instead of the applicant. Finally, the Working Group noted that in several States, as these application forms would be filed with either an administrative or judicial authority, the address of the applicant could be made available to the debtor thus raising concerns regarding the non-disclosure of information (Article 35).

Application for recognition or recognition and enforcement

9. The Working Group reviewed the Application for Recognition or Recognition and Enforcement Form prepared for the 2005 Special Commission in the light of the amendments made to the Tentative Draft Convention and the new Transmittal Form. The new form, developed in accordance with the alternative proposal under Article 20, would be accompanied by an Abstract of the Decision, a Certificate of Enforceability and a Certificate for the purpose of Article 20 *c*). The Working Group prepared a Status

of Application Report specific to this Application for the purpose of Article 12(3) [and (4)]. All the forms relating to the Application for Recognition or Recognition and Enforcement are attached to this document (see Annex D).

10. The Working Group endorses uniformity in the use of forms for the application for Recognition or Recognition and Enforcement. It is the view of the Working Group that uniformity is best achieved by using mandatory Forms.

11. In this respect, the Working Group reiterates the list of pros and cons with regard to the use of mandatory forms from Preliminary Document No 15:

Mandatory forms – pros:

- The use of mandatory forms can help reduce uncertainty, costs and delays arising from documentary requirements and, in particular –
 - achieve clarity as to what documents are required in relation to a particular application;
 - reduce documentary requirements to a necessary minimum;
 - bring some degree of uniformity or consistency in the documentary requirements of different States.
- Mandatory forms facilitate the presentation of information and provide the opportunity to summarise and list documents.
- While mandatory forms cannot act as substitutes for required documents, they may reduce the need for full translations of the original documents.
- The familiarity of mandatory forms, even when translated into different languages, facilitates and speeds the handling of applications.
- Mandatory forms also highlight common or shared needs, rather than differences, between States.
- Mandatory forms allow the presentation of information in a uniform / consistent format for all Contracting States.
- Mandatory forms would stand out from other already existing forms.
- Mandatory forms can be translated and used in a harmonised way in any language.
- Mandatory forms offer the most appropriate format towards the implementation of e-Applications on-line, available in different languages.
- Mandatory forms offer the most appropriate format towards the transfer of Applications information stored on databases (*e.g.* XML transfers)
- The potential benefits of standard forms in strengthening trust and co-operation, as well as in expediting applications, are such that efforts at standardisation should continue to be made.

Mandatory forms – cons:

- Forms have to comply with all the needs of the different legal systems.
 - Amendments have to be carried through a formal process – see Articles 11 (Option 2) and 47 of the Tentative Draft Convention (Prel. Doc. No 16 of October 2005).
12. The Special Commission may want to consider whether these forms should apply to direct applications or to applications by public bodies.

Application for establishment

13. The Working Group also reviewed the Application for Establishment Form prepared for the 2005 Special Commission. The new form could be used for either child support and / or other forms of family maintenance. It is attached to this document (see Annex E). It is also accompanied by a Status of Application Report specific to this Application for the purpose of Article 12(3) [and (4)].

Financial Circumstances Form

14. The Working Group also reviewed the Financial Circumstances Form prepared for the 2005 Special Commission. Again, the Forms Working Group opted for a single form in relation to financial circumstances issues in order to provide for flexibility and to reduce as much as possible the number of forms. Thus, the Financial Circumstances Form being multi-functional is rather comprehensive. However, the form does not have to be completed in full for each application. The information needed for establishment purposes may be different than what is required for recognition and enforcement. In some States, where the recovery of maintenance is free of cost, it would not be required to provide information with regard to a legal aid means and merits test (see Articles 11(2) *a*) (Option 1), 13(7) and 20 *f*). Where maintenance quantum is established using guidelines, the type of information regarding the resources of the creditor and / or of the debtor could be different than in the case where guidelines are not used (see Article 11(2) *b*) (Option 1)). In order to alleviate this difficulty the Working Group would recommend using the country profiles in combination with the Financial Circumstances Form. Each country profile could indicate in detail which parts of the form are necessary for which purpose. The Financial Circumstances Form is attached to this document (see Annex F).

Future work

15. At this stage, the Application for Recognition or Recognition and Enforcement and the Application for Establishment are priorities as well as the work in relation to the use of the terms "certification", "sworn", etc.

16. The Working Group has made a list of possible future work to be undertaken. It consists of:

New forms to be developed:

Priority

- Form to locate the debtor (6(2) *b*))
- Application for enforcement of a decision of the requested State (10(1) *b*))
- Applications for modification (10(1) *e*) and *f*) and (2) *a*) and *b*))
- Statement of arrears and / or amounts due and paid statement (10(1) *g*) and 20 *d*))
- Form regarding the automatic adjustment by indexation (20 *e*))
- Free legal assistance forms: (1) application and (2) certificate regarding free legal assistance granted (20 *f*))

Non-priority

- Request for specific measures (7)
- Statements of enforceability with respect to authentic instruments as well as private agreements (25(3) *b*))
- Certificate establishing that the conditions of Article 32(3) and (4) are fulfilled and that benefits have been provided for the maintenance creditor (32(5))

The following form should be revisited and / or continued:

- Model decision

Annexe A

Accusé de réception en vertu de l'article 12(3)

*** * ***

Annex A

Acknowledgement Form under Article 12(3)

Acknowledgement Form under Article 12(3)

CONFIDENTIALITY AND PERSONAL INFORMATION PROTECTION NOTICE

Personal information gathered or transmitted shall be used only for the purposes for which they were gathered or transmitted. Any authority processing such information shall ensure its confidentiality, in accordance with the law of its State.

Do not disclose information included in this acknowledgement form, referenced applications and supporting documents which may lead to the location of any party or child in accordance with Article 35.

1. Requested Central Authority a. Address b. ☎ c. Telefax d. Telex e. E-mail	2. Contact person in Requested State a. Language(s) b. Address (if different) c. ☎ (if different) d. Telefax (if different) e. E-mail (if different) f. Reference number
---	---

3. Requesting Central Authority _____
Contact Person _____
Address _____

4. The Requested Central Authority acknowledges receipt on _____ (dd/mm/yyyy) of the Transmittal Form from the Requesting Central Authority (reference No _____; dated _____ (dd/mm/yyyy)) concerning the following application under:

- Article 10(1)(a) – recognition or recognition and enforcement of a decision made in a Contracting State**
- Article 10(1)(b) – enforcement of a decision made [or recognised] in the requested State**
- Article 10(1)(c) – establishment of a decision in the requested State where there is no existing decision, including where necessary the establishment of parentage**
- Article 10(1)(d) – establishment of a decision in the requested State where recognition and enforcement of a decision is not possible or is refused]**
- Article 10(1)(e) or (2)(a) – modification of a decision made in a requested State to the extent permissible under the law of that State**
- Article 10(1)(f) or (2)(b) – modification of a decision made in a State other than the requested State to the extent permissible under the law of the requested State**
- Article 10(1)(g) – recovery of arrears**

And between:

Name of Applicant: _____

Name of Debtor: _____

5. Initial steps taken by the Requested Central Authority:

The Requested Central Authority does not accept this application as it is manifest that the requirements of the Convention are not fulfilled. The reasons:

are set out in an attached document.

will follow in a separate document.]

Additional information and documentation as specified hereunder is required as soon as possible in order to facilitate the completion of the application process:

The file is complete and is under consideration.

See attached Status of Application Report.

Status of Application Report will follow.

The Requested Central Authority requests that the Requesting Central Authority inform it of any change in the status of the application.

Date: _____

Name: _____
Representative of the Requested Central Authority

Annexe B

Recommandations du comité chargé des formulaires au comité de rédaction

*** * ***

Annex B

Forms Committee Recommendations to the Drafting Committee

**FORMS COMMITTEE RECOMMENDATIONS
TO THE DRAFTING COMMITTEE**

Location of the debtor – Article 11(2) – Option 1 (see footnote No 16 of Prel. Doc. No 16)

The Forms Committee recommends to the Drafting Committee to add an additional line under Article 11(2) – Option 1 for “additional information to assist with the location of the debtor” so it could be included in an application itself, where applicable, but not in the transmittal form.

Explanation:

In its work developing model forms the Forms Committee identified that additional information to locate the debtor, such as last known address, telephone numbers, etc is very helpful to a requested State processing an application. The Forms Committee considers that this information is important enough to warrant its inclusion within the system of applications mandated by the Convention.

The current version of the Working Draft may operate to exclude debtor location information from applications for recognition and enforcement. Article 11 specifies the minimum information that must be included in an application. Article 18 provides an exhaustive list of the documents that are to accompany an application for recognition and enforcement. The effect of Article 18 and Article 11 read together is that in respect of an application for recognition and enforcement, a requested State may not require a requesting State to provide any information additional to that specified under Articles 11 and 18. To ensure that debtor location information is included in an application (as appropriate and to the extent known) we recommend that it be added to Article 11(2).

Combination of sub-paragraphs a), b) and c) under Article 11(2) – Option 1 (see footnote No 15 of Prel. Doc. No 16)

The Forms Committee recommends to the Drafting Committee to combine sub-paragraphs a), b) and c) under Article 11(2) – Option 1 and to divide the provisions between creditor and debtor to read for example: (a) the financial circumstances of the creditor and (b) the financial circumstances of the debtor including name and address of the employer of the debtor and the nature and location of assets of the debtor.

Documentation concerning the applicant’s entitlement to legal assistance (see footnote No 17 of Prel. Doc. No 16)

The Forms Committee recommends to the Drafting Committee to include in the Working Draft a provision requesting “Documentation concerning the Applicants entitlement to legal assistance”.

Explanation:

Article 13(3) provides that free legal assistance may be made subject to a means test and Article 13(5) provides that a creditor may be entitled to free legal aid in the Requested State on the basis of having benefited from the same in the State of Origin. In order to administer these provisions Central authorities in the Requested State will require particular information about the creditor. As explained above, the effect of Articles 18 and 11 read together is that in respect of an application for recognition and

enforcement, a Requested State may not require a Requesting state to provide any information additional to that specified under Articles 11 and 18. Therefore the Forms Committee recommends that this be added to the application requirements (as appropriate and to the extent known) in Article 11(2).

Information concerning where the maintenance payment should be sent or electronically transmitted (see footnote No 13 of Prel. Doc. No 16)

The Forms Committee recommends to the Drafting Committee to provide in the Working Draft that the "Information concerning where the maintenance payment should be sent or electronically transmitted" be a mandatory part of an application.

Explanation:

In its work developing model forms the Forms Committee identified that information concerning where payments should be sent or electronically transmitted is essential information for a Requesting State to efficiently administer a maintenance case. Again, as explained above, the effect of Articles 18 and 11 read together is that in respect of an application for recognition and enforcement, a Requested State may not require a Requesting state to provide any information additional to that specified under Articles 11 and 18. Therefore the Forms Committee recommends that this be added to the application requirements (as appropriate and to the extent known) in Article 11(1).

Use of the terms "certification", "sworn", etc. (see footnote No 14 of Prel. Doc. No 16)

The Forms Committee wants to draw the attention of the Drafting Committee to the use of terms such as "certification", "sworn", etc, in the Working Draft in view of the fact that these requirements vary from one country to another and may result in a different treatment of the information from one country to another. Furthermore, it is not clear which authorities are responsible for such treatment of the information. During the coming months, the Forms Committee will examine this issue further and will make some recommendations for the use of neutral terms and formulations to express the authenticity requirement of the information transmitted (e.g. an indication to the effect that the information transmitted is reliable, integral, complete and unaltered, etc) and for the identification of the authorities that have this responsibility.

For example, Article 18 bis lists the documents that must accompany an application for recognition and enforcement:

- (a) a decision (or abstract) "certified" by the competent authority – What is meant by certified?*
- (b) a "certificate" of enforceability from the competent authority – What is meant by certificate if there is no model certificate?*
- (c) a "certified" or "sworn" statement of arrears – Who is to certify or swear this statement?*
- (d) a document establishing that the conditions of 17 e) have been met – What sort of document would be sufficient for this purpose and who should produce it? Would it have to be certified? By who?*
- (e) a document providing information necessary to make indexation calculations – Who would produce this document and would it have to be certified? By who?*

Confidentiality and personal data protection (see Articles 33-35 of tentative draft Convention)

The Forms Committee recommends to the Drafting Committee to incorporate under the General Provisions Chapter of the Working Draft some provisions regarding the treatment of information transmitted under the Convention, possibly along the lines of the language used in the Transmittal Forms:

Personal data gathered or transmitted shall be used only for the purposes for which they were gathered or transmitted. The authorities to whom information is transmitted shall ensure its confidentiality, in accordance with the law of their State. (See the 2000 Adults Convention, Articles 39 and 40)

An authority shall not disclose to the respondent or to the applicant information leading to the location of any party or child if to do so could, in its opinion, jeopardise the health, safety or liberty of a party or child. Nothing in this provision shall impede the gathering and transmitting of information between authorities. (See the 1996 Protection of Children Convention, Article 37)

Explanation:

The administration of international maintenance cases necessarily requires personal data to be collected and transmitted between States. At the same time, many States are required under internal law to protect personal data, for example by refraining from unlawful or unnecessary disclosure of data. The suggested language will provide the necessary safeguards in this respect.

Contact Details of the applicant (see footnote No 11 of Prel. Doc. No 16)

The Forms Committee is of the view that the information concerning the applicant, under Article 11(1) *b*) – option 1, should not be limited to the name and address of the applicant. In the future, State may require the telephone number, e-mail address or other contact information of the applicant. The Forms Committee recommends to the Drafting Committee to replace Article 11(1) *b*) – option 1 by “the name and contact details, including the address, of the applicant”.

Legal aid / exemption from costs or expenses (see footnote No 19 of Prel. Doc. No 16)

The Application for Establishment of a Decision and the Application for Recognition and Enforcement of a Decision both developed by the Forms Working Group before the April 2005 Special Commission included a statement indicating whether the creditor, according to the present situation, would qualify in the requesting State for legal aid or exemption from costs or expenses in maintenance proceedings. However, the issue of reciprocity in relation to legal aid / exemption from costs or expenses has not yet been discussed by the Special Commission. In this respect, the Drafting Committee may want to consider the possibility of including in the Working Draft a provision between square brackets dealing with such reciprocity issues in order to invite the Special Commission to discuss the issue at its next meeting.

Annexe C

**Coopération CNUDCI–HCCH – Equivalents fonctionnels
pour « certifié » et « assermenté »**

* * *

Annex C

**UNCITRAL-HCCH Co-operation - Functional Equivalents
for “certified” and “sworn”**

UNCITRAL-HCCH Co-operation - Functional Equivalents for "certified" and "sworn"

Preliminary views of a member of the Forms Committee

The issue is examined on the basis of a functional approach. "That is, we need to think about what the Convention is trying to do when it uses words like "sworn" and "certified". Four possible functions have been identified for the terms "certified" and "sworn" as used under the Convention. Although not all are required for every document which under the Convention speaks of some sort of certification, the limitations on the functions would be apparent from the Article which gave rise to the form. These possible functions are:

1. Establishing that the person whose name appears after the verification statement on the document has the authority to represent the agency transferring the document;
2. Asserting that the document meets the requirements of the Convention.
3. Assuring that the document is :
 - a. Authentic, or
 - b. An uncorrupted copy of an authentic document.
4. Vouching that the facts, or legal conclusions, contained in the document are sufficiently trustworthy that the competent authorities in the receiving State can rely upon them without further proof, subject to subsequent challenge by the respondent.

It is suggested that functions 1 and 2 are always impliedly necessary. In addition, function 3 is necessary for Articles 20.a and Article 25.3.a. Functions 1, 2 and 4 are necessary under Articles 20 (alt) a, b, c, d (possibly e and f, if redrafted) and Article 25 b.

It is suggested that the term 'verification' is therefore as good a word as any, and to include that word in the definition section, and ask the drafting committee to consider setting out the description found below.* It is suggested to then substitute *verified* for *sworn* or *certified* in the Convention. The forms could include the term *Verified* in the title of the forms prepared for Articles 20 and 25, which could further set out at the bottom ...

This document is verified pursuant of Article (eg 25.b) by : (space to type name)

* *verification: a verified document is one for which the person whose name appears at the bottom establishes that: he/she has authority of the agency transmitting the document and the document meets the requirements of the Convention. In addition, depending on the requirements of the Article under which the document is provided, a verified document is also one that is authentic or an uncorrupted copy of an authentic document; and/or one that contains facts or legal conclusions upon which the competent authority shall rely without further proof, subject to challenge by the respondent."*

Annexe D

Demande de reconnaissance ou reconnaissance et exécution

Extrait de la décision

Certificat attestant du caractère exécutoire de la décision

Certificat de l'article 20 c)

Rapport sur l'état d'avancement – article 12(3) [et (4)]

*** * ***

Annex D

Application for Recognition or Recognition and Enforcement

Abstract of a Decision

Certificate of Enforceability of a Decision

Article 20 c) Certificate

Status of Application Report – Article 12(3) [and (4)]

Application for Recognition or Recognition and Enforcement (Article 10 (1) a))

1. Requesting Central Authority File Reference Number: _____

2. Particulars of the applicant¹
 - a. Full name: _____
 - [b. Date of birth: _____ (dd/mm/yyyy)]
 - c. Address: _____

 - [d. Telephone numbers: _____

 - e. Fax number: _____
 - f. E-mail: _____]

3. Particulars of the person(s) for whom maintenance is sought
 - a. The person is the same as the applicant named above
 - b.
 - i. Full name: _____
Date of birth: _____ (dd/mm/yyyy)
 - ii. Full name: _____
Date of birth: _____ (dd/mm/yyyy)
 - iii. Full name: _____
Date of birth: _____ (dd/mm/yyyy)

4. Particulars (if known) of the debtor
 - a. Full name: _____
 - b. Date of birth: _____ (dd/mm/yyyy)
 - c. National identification number: _____
 - d. Residential address: _____

 - e. Postal address: _____

 - [f. Any other information that may assist with the location of the debtor

_____]

¹ If item 3 a) is not ticked the applicant is making the application on behalf on the persons listed under item 3 b).

[5. Payments

a. Details for electronic transfer of payments (if applicable)

Name of the bank: _____
 NBIC: ² _____
 SWIFT-address: _____
 IBAN: ³ _____
 Account number: _____
 Name of account holder: _____
 Reference: ⁴ _____

b. Details for payments by cheques (if applicable)

Cheque payable to: _____
 Cheque to be sent to: _____
 (address) _____
 Reference: ⁴ _____]

6. Bases for recognition and enforcement (please check all relevant lines)

Date of decision: _____ (dd/mm/yyyy) State of origin: _____

- the respondent was [habitually] resident in the State of origin at the time proceedings were instituted;
- the respondent has submitted to the jurisdiction either expressly or by defending on the merits of the case without objecting to the jurisdiction at the first available opportunity;
- the creditor was [habitually] resident in the State of origin at the time proceedings were instituted;
- the child for whom the maintenance was ordered was [habitually] resident in the State of origin at the time proceedings were instituted, provided that the respondent has lived with the child in that State or has resided in that State and provided support for the child there;
- there has been agreement to the jurisdiction by the parties in writing or evidenced by writing;
- the maintenance decision was made by an authority exercising jurisdiction on a matter of personal status, unless that jurisdiction was based solely on the nationality of one of the parties;] or
- the law of the State addressed would in similar [factual] circumstances confer or would have conferred jurisdiction on its authorities to make such a decision.

* See Transmittal Form for the list of documents in support of the application

7. Other information: _____

Name : _____ (in block letters) Date: _____
Authorised representative of the Central Authority (dd/mm/yyyy)

² National Bank Identification Code.

³ International Bank Account Number.

⁴ Where needed to affect payment.

Abstract of a Decision

(Article 20 a))

1. Requesting Central Authority Reference Number: _____

2. Name of the State of origin of the decision: _____
(identify territorial unit if applicable) _____

3. Competent Authority issuing the Abstract
 - 3.1 Name: _____
 - 3.2 Address: _____

 - 3.3 Telephone: _____
 - 3.4 Fax: _____
 - 3.5 e-mail: _____

4. The decision
 - 4.1 Type of authority: Judicial Authority or Administrative Authority
 - 4.2 Name and place of authority: _____
 - 4.3 (address if applicable) _____

 - 4.4 Type of decision: decision, settlement or agreement¹
 - 4.5 Date of the decision: _____ (dd/mm/yyyy)
 - 4.6 Reference number of the decision: _____
 - 4.7 Names of the parties: _____

5. Terms of decision
 - 5.1 Payment of support / maintenance
Beginning (date: dd/mm/yyyy) _____ the Debtor shall pay support / maintenance
in the amount of _____ (specify currency) per [] week; [] two weeks;
[] month; [] quarter for the benefit of _____
(name and date of birth (dd/mm/yyyy) of the person entitled to support / maintenance).

¹ This form is limited to decisions defined under Article 15(1) of the Convention.

5.2. Payment of support / maintenance (for another person and / or period)

Beginning (date: dd/mm/yyyy) _____ the Debtor shall pay support / maintenance in the amount of _____ (specify currency) per [] week; [] two weeks; [] month; [] quarter for the benefit of _____ (name and date of birth (dd/mm/yyyy) of the person entitled to support / maintenance).

5.3. Payment of support / maintenance (for another person and / or period)

Beginning (date: dd/mm/yyyy) _____ the Debtor shall pay support / maintenance in the amount of _____ (specify currency) per [] week; [] two weeks; [] month; [] quarter for the benefit of _____ (name and date of birth (dd/mm/yyyy) of the person entitled to support / maintenance).

5.4. Payment of support / maintenance (for another person and / or period)

Beginning (date: dd/mm/yyyy) _____ the Debtor shall pay support / maintenance in the amount of _____ (specify currency) per [] week; [] two weeks; [] month; [] quarter for the benefit of _____ (name and date of birth (dd/mm/yyyy) of the person entitled to support / maintenance).

5.5. Arrears of support / maintenance set in the attached decision

The total amount of arrears is in the amount of _____ (specify currency) as of (date: dd/mm/yyyy) _____

The debtor shall pay arrearage by payments in the amount of _____ (specify currency) per [] week; [] two weeks; [] month; [] quarter beginning (date: dd/mm/yyyy) _____

The total amount of arrearage is to be paid by (date: dd/mm/yyyy) _____

5.6. Others payments as provided in the decision

- Payment of interest in the amount of _____ (specify currency)
- Payment of health insurance (specify amount if applicable): _____
- Payment of school fees (specify amount if applicable): _____
- Other payments, arrangements or conditions (specify): _____

6. Indexation

- A document providing information to calculate indexation is attached.
- The maintenance should be indexed every year by _____ %

7. Effect of the decision

This decision shall remain in effect:

- Until the child(ren) has (have) reached the age of: _____**
- Until the child(ren) is (are) self-supporting**
- Until the child(ren) has (have) completed school**
- Unless and until it is changed or discontinued by further decision or by operation of law**
- Other:**

[This abstract is true, accurate and complete.]

Name : _____ **(in block letters) Date:** _____
Name of the official from the competent authority **(dd/mm/yyyy)**

DRAFT

Certificate of Enforceability of a Decision

(Article 20 b))

1. Requesting Central Authority Reference Number: _____

2. Name of the State of origin of the decision: _____

(identify territorial unit if applicable) _____

3. Competent Authority issuing the Certificate

3.1 Name: _____

3.2. Address: _____

3.3 Telephone: _____

3.4 Fax: _____

3.5 e-mail: _____

4. The decision

4.1 Type of authority: Judicial Authority or Administrative Authority

4.2 Name and place of authority: _____

4.3 (address if applicable) _____

4.4 Type of decision: decision, settlement or agreement¹

4.5 Date of the decision: _____ (dd/mm/yyyy)

4.6 Reference number of the decision: _____

4.7 Names of the parties: _____

5. The decision is, in the State of origin:

enforceable (without limitation)

temporarily enforceable

only enforceable with the provision of a security in the amount of _____
(specify currency)

[This Certificate is true, accurate and complete.]

Name : _____ (in block letters) Date: _____

Name of the official from the competent authority _____ (dd/mm/yyyy)

¹ This form is limited to decisions defined under Article 15(1) of the Convention.

Article 20 c) Certificate

1. Requesting Central Authority Reference Number: _____
2. Name of the State of origin of the decision: _____
(identify territorial unit if applicable) _____
3. Competent Authority issuing the Certificate
 - 3.1 Name: _____
 - 3.2 Address: _____

 - 3.3 Telephone: _____
 - 3.4 Fax: _____
 - 3.5 e-mail: _____
4. The decision
 - 4.1 Type of authority: Judicial Authority or Administrative Authority
 - 4.2 Name and place of authority: _____
 - 4.3 (address if applicable) _____

 - 4.4 Type of decision: decision, settlement or agreement¹
 - 4.5 Date of the decision: _____ (dd/mm/yyyy)
 - 4.6 Reference number of the decision: _____
 - 4.7 Names of the parties to the decision: _____

5. Appearance of the respondent in the proceedings
 - The respondent appeared in the proceedings in the State of origin.
 - The respondent did not appear in the proceedings in the State of origin, but had proper notice of the proceedings and an opportunity to be heard [in accordance with the law of the State of origin].
 - The respondent did not appear in the proceedings in the State of origin, but had proper notice of the decision and an opportunity to challenge it [in accordance with the law of the State of origin].

[This Certificate is true, accurate and complete.]

Name : _____ (in block letters) Date: _____
Name of the official from the competent authority _____ (dd/mm/yyyy)

¹ This form is limited to decisions defined under Article 15(1) of the Convention.

Status of Application Report – Article 12(3) [and (4)]

(Application for Recognition or Recognition and Enforcement – Article 10(1) a) and b))

CONFIDENTIALITY AND PERSONAL INFORMATION PROTECTION NOTICE

Personal information gathered or transmitted shall be used only for the purposes for which they were gathered or transmitted. Any authority processing such information shall ensure its confidentiality, in accordance with the law of its State.

Do not disclose information included in this acknowledgement form, referenced applications and supporting documents which may lead to the location of any party or child in accordance with Article 35.

1. Requested Central Authority a. Address b. ☎ c. Telefax d. Telex e. E-mail	2. Contact person in Requested State a. Language(s) b. Address (if different) c. ☎ (if different) d. Telefax (if different) e. E-mail (if different) f. Reference Number
---	---

- 3. File identification**
a. Requesting Central Authority File Reference Number: _____
b. Name of Applicant: _____
c. Name of Debtor: _____

- 4. Status of the decision in the Requested State**
a. On _____ (dd/mm/yyyy) the competent authority has declared or determined the decision enforceable
b. On or by _____ (dd/mm/yyyy) the competent authority is due to declare or determine if the decision is enforceable
c. On _____ (dd/mm/yyyy) the debtor has lodged a challenge or an appeal against the declaration or determination of enforceability
d. On _____ (dd/mm/yyyy) the application has been sent to the enforcement authority

- 5.** The following steps have been taken:
a. Debtor located
b. Voluntary payment secured (no enforcement action necessary)
c. Information concerning the financial circumstances of the debtor gathered
d. Assets of the debtor located
e. Enforcement action initiated
f. Payments secured (enforcement action necessary)
g. Other: _____

6. The following steps are taken:
- a. Locating the debtor
 - b. Securing voluntary payment (no enforcement action necessary)
 - c. Gathering of information concerning the financial circumstances of the debtor
 - d. Locating the assets of the debtor
 - e. Initiating enforcement action
 - f. Securing payments (enforcement action necessary)
 - g. Other: _____
7. The following steps will be taken:
- a. Debtor to be located
 - b. Voluntary payment to be sought (no enforcement action necessary)
 - c. Information to be gathered concerning the financial circumstances of the debtor
 - d. Assets of the debtor to be located
 - e. Enforcement action to be initiated
 - f. Payments to be sought (enforcement action necessary)
 - g. Other: _____
8. Additional information and documentation as specified hereunder is required:

- [9. The application has been examined and is being returned because the relief requested cannot be granted in the requested State for the following reasons:
- [a. There are no bases for recognition and enforcement under Article 16]
 - b. Recognition or enforcement of the decision is manifestly incompatible with the public policy ("*ordre public*") of the State addressed
 - [c. The decision was obtained by fraud in connection with a matter of procedure]
 - d. Proceedings between the same parties and having the same purpose are pending before an authority of the State addressed and those proceedings were the first to be instituted
 - e. The decision is incompatible with a decision rendered between the same parties and having the same purpose, either in the State addressed or in another State and this latter decision fulfils the conditions necessary for recognition and enforcement in the State addressed
 - f. The respondent did not have proper notice of the proceedings and an opportunity to be heard, or did not have proper notice of the decision and the opportunity to challenge it]
 - g. The decision was made in violation of Article 14]

Name : _____ (in block letters) Date: _____
Name of the official from the Requested Central Authority (dd/mm/yyyy)

Annexe E

Demande d'obtention d'une décision en matière d'aliments

Rapport sur l'état d'avancement – article 12(3) [et (4)]

*** * ***

Annex E

Application for Establishment of a Decision for Support

Status of Application Report – Article 12(3) [and (4)]

Application for Establishment of a Decision for Support (including where necessary the establishment of parentage) (Article 10 (1) c [and d])

1. Requesting Central Authority File Reference Number: _____
2. Particulars of the applicant¹
 - a. Full name: _____
 - [b. Date of birth: _____ (dd/mm/yyyy)]
 - c. Address: _____

 - [d. Telephone numbers: _____

 - e. Fax number: _____
 - f. E-mail: _____]
3. Particulars of the person(s) for whom maintenance is sought
 - 3.1 The person for whom maintenance is sought is the same as the Applicant named above
 establishment of parentage required
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
 marriage or equivalent relationship affinity
 grand parent great-grand parent 1st degree aunt/uncle
 2nd degree aunt/uncle sibling first cousin
 second cousin grand child Other: _____
 - 3.2 Particulars of child(ren) for whom maintenance is sought
 - a. Full name _____
Date of birth _____ (dd/mm/yyyy)
 establishment of parentage required
Maintenance Basis:
 parentage *in loco parentis* or equivalent relationship
 - b. Full name _____
Date of birth _____ (dd/mm/yyyy)
 establishment of parentage required
Maintenance Basis:
 parentage *in loco parentis* or equivalent relationship

¹ If item 3.1 is not ticked the applicant is making the application on behalf on the persons listed under item 3.2 and/or 3.3.

- c. **Full name** _____
Date of birth _____ (dd/mm/yyyy)
 establishment of parentage required
Maintenance Basis:
 parentage *in loco parentis* or equivalent relationship

3.3 Particulars of person(s) for whom maintenance is sought

- a. **Full name** _____
Date of birth _____ (dd/mm/yyyy)
Maintenance Basis:
 marriage or equivalent relationship affinity
 grand parent great-grand parent 1st degree aunt/uncle
 2nd degree aunt/uncle sibling first cousin
 second cousin grand child Other: _____

- b. **Full name** _____
Date of birth _____ (dd/mm/yyyy)
Maintenance Basis:
 marriage or equivalent relationship affinity
 grand parent great-grand parent 1st degree aunt/uncle
 2nd degree aunt/uncle sibling first cousin
 second cousin grand child Other: _____

- c. **Full name** _____
Date of birth _____ (dd/mm/yyyy)
Maintenance Basis:
 marriage or equivalent relationship affinity
 grand parent great-grand parent 1st degree aunt/uncle
 2nd degree aunt/uncle sibling first cousin
 second cousin grand child Other: _____

[3.4 If maintenance is sought for more than 3 children and/or 3 other persons, additional particulars are attached]

4. Particulars (if known) of the debtor

- a. **Full name:** _____
b. **Date of birth:** _____ (dd/mm/yyyy)
c. **National identification number:** _____
d. **Residential address:** _____

e. **Postal address:** _____

[f. **Any other information that may assist with the location of the debtor**

_____]

5. The following document(s) are attached to establish that the respondent has a legal duty to maintain the persons for whom maintenance is sought and to assist establishing, where necessary, the quantum of the maintenance:

- Birth certificate or equivalent
- Acknowledgement of parentage by the debtor
- Affidavit supporting a declaration of biological parentage
- Decision of competent authority concerning parentage
- Genetic test results
- Adoption Certificate
- Certificate of marriage or similar relationship and date of divorce / separation
- Affidavit supporting a declaration of common residence of the parties
- Agreement between the parties relating to maintenance
- Evidence of attendance at secondary or post-secondary educational institution
- Evidence of disability
- Financial Circumstances Form
- applicable law is not forum law (documentation attached if necessary)²
- Other evidence in accordance with the law of the requested State

[6. Payments

a. Details for electronic transfer of payments (if applicable)

Name of the bank: _____

NBIC:³ _____

SWIFT-address: _____

IBAN:⁴ _____

Account number: _____

Name of account holder: _____

Reference:⁵ _____

b. Details for payments by cheques (if applicable)

Cheque payable to: _____

Cheque to be sent to: _____

(address) _____

Reference:⁴ _____]

* See Transmittal Form for the list of documents in support of the application

7. Other information: _____

Name : _____ (in block letters) (Authorised representative of the Central Authority)	Date: _____ (dd/mm/yyyy)
---	-----------------------------

² The upholding of this box is subject to the outcome of the work of the Applicable Law Working Group.

³ National Bank Identification Code.

⁴ International Bank Account Number.

⁵ Where needed to affect payment.

Status of Application Report – Article 12(3) [and (4)]

(Application for Establishment of a Decision for Support – Article 10(1) c) [and d)])

CONFIDENTIALITY AND PERSONAL INFORMATION PROTECTION NOTICE

Personal information gathered or transmitted shall be used only for the purposes for which they were gathered or transmitted. Any authority processing such information shall ensure its confidentiality, in accordance with the law of its State.

Do not disclose information included in this acknowledgement form, referenced applications and supporting documents which may lead to the location of any party or child in accordance with Article 35.

<p>1. Requested Central Authority</p> <p>a. Address</p> <p>b. ☎</p> <p>c. Telefax</p> <p>d. Telex</p> <p>e. E-mail</p>	<p>2. Contact person in Requested State</p> <p>a. Language(s)</p> <p>b. Address (if different)</p> <p>c. ☎ (if different)</p> <p>d. Telefax (if different)</p> <p>e. E-mail (if different)</p> <p>f. Reference Number</p>
---	--

3. **File identification**
- a. Requesting Central Authority File Reference Number: _____
- b. Name of Applicant: _____
- c. Name of Debtor: _____
4. **Status of the application for Establishment of a decision for maintenance in the Requested State**
- a. On _____ (dd/mm/yyyy) the application has been sent to the competent authority responsible for establishment (name) _____ (address) _____ (reference number) _____
- b. On _____ (dd/mm/yyyy) the debtor has lodged a challenge or an appeal against the establishment of a decision for maintenance (permission to appeal attached to this Report)
- c. On or by _____ (dd/mm/yyyy) the competent authority is due to issue a decision for maintenance
- d. On _____ (dd/mm/yyyy) the competent authority issued a decision for maintenance (decision attached to this Report)
- e. On _____ (dd/mm/yyyy) the competent authority has decided against establishing a decision for maintenance (decision attached to this Report)
- f. On _____ (dd/mm/yyyy) the debtor has lodged a challenge or an appeal against the maintenance decision (permission to appeal attached to this Report)

5. The following steps have been taken:
- a. Debtor located
 - b. Debtor contacted for settlement
 - c. Establishment action initiated (if action completed, attach a copy of the decision)
 - d. Voluntary payment secured (no enforcement action necessary)
(documentation attached to this Report if applicable)
 - e. Information concerning the financial circumstances of the debtor gathered
 - f. Assets of the debtor located
 - g. Enforcement action initiated
 - h. Payments secured (enforcement action necessary)
 - i. Other: _____
6. The following steps are being taken:
- a. Locating the debtor
 - b. Contacting the debtor for settlement
 - c. Initiating establishment action
 - d. Securing voluntary payment (no enforcement action necessary)
 - e. Gathering of information concerning the financial circumstances of the debtor
 - f. Locating the assets of the debtor
 - g. Initiating enforcement action
 - h. Securing payments (enforcement action necessary)
 - i. Other: _____
7. The following steps will be taken:
- a. Debtor to be located
 - b. Debtor to be contacted for settlement
 - c. Establishment action to be initiated
 - d. Voluntary payment to be sought (no enforcement action necessary)
 - e. Information to be gathered concerning the financial circumstances of the debtor
 - f. Assets of the debtor to be located
 - g. Enforcement action to be initiated
 - h. Payments to be sought (enforcement action necessary)
 - i. Other: _____
8. Additional information and documentation as specified hereunder is required:

Name : _____ (in block letters) Date: _____
(Name of the official from the Requested Central Authority) (dd/mm/yyyy)

Annexe F

Formulaire relatif à la situation financière

* * *

Annex F

Financial Circumstances Form

Financial Circumstances Form

CONFIDENTIALITY AND PERSONAL INFORMATION PROTECTION NOTICE

Personal information gathered or transmitted shall be used only for the purposes for which they were gathered or transmitted. Any authority processing such information shall ensure its confidentiality, in accordance with the law of its State.

Do not disclose information included in this financial circumstances form, referenced applications and supporting documents that may lead to the location of any party or child in accordance with Article 35.

I. REFERENCE INFORMATION ¹

1. Requesting Central Authority a. Reference No: b. Address: c. Tel.: _____ d. Telefax: _____ e. Telex: _____ f. E-mail: _____	2. Contact person: _____ a. Languages : _____ b. Address (if different): c. Tel.: _____ d. Telefax: _____ e. Telex: _____ f. E-mail: _____
--	--

3. Requested Central Authority Reference No: _____

4. The applicant, _____ (full name), born _____ (dd/mm/yyyy), is:

Creditor Representative of the person(s) for whom maintenance is sought Debtor

5. This form is being submitted in relation to: (it is possible to check more than one box)

- Establishment of a decision.
(Complete all sections)
- Recognition or recognition and enforcement of a decision.
(Complete sections III and IV)
- Enforcement of a decision made [or recognised] in the requested State.
(Complete sections III and IV)
- Modification of a decision.
(Complete all sections)
- Recovery of arrears.
(Complete sections III and IV)
- Applying for Legal Assistance.
(Complete sections II, V, and VI)

II. GENERAL INFORMATION ABOUT THE CREDITOR OR THE PERSON(S) FOR WHOM MAINTENANCE IS SOUGHT (IF KNOWN)

A. Information about the creditor or the person(s) for whom maintenance is sought

1. The creditor or the person for whom maintenance is sought is: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Caretaker Other than Parent <input type="checkbox"/> Foster Care <input type="checkbox"/> Both the child and the above person (marked) are considered as creditors <input type="checkbox"/> The child her/himself is the only creditor	
2. Occupation, Trade or Profession	
3. Estimated Gross Monthly Earnings (specify currency)	4. Other Monthly Income (& source) (specify currency)
5. Present Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	

¹ When completing the Financial Circumstances Form, you are invited to consult the requested State Country Profile to verify if specific information is required or not.

B. Information about creditor's dependents

Name	Age	Relationship to Creditor	Subject of This application?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Information about current spouse or partner of creditor

1. Full name	2. Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Estimated Gross Monthly Earnings (specify currency)	4. Other Monthly Income (& source) (specify currency)
5. Spouse or partner of creditor pays child support / maintenance <input type="checkbox"/> voluntarily or <input type="checkbox"/> judicial/administrative decision in the amount of _____ per _____ (specify currency and instalment period). Total amount paid: _____; total amount outstanding: _____ (specify currency).	

III. GENERAL INFORMATION ABOUT THE DEBTOR (IF KNOWN)**A. Information about the debtor**

1. The debtor is: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Caretaker Other than Parent <input type="checkbox"/> Foster Care	
2. Occupation, Trade or Profession:	
3. Name and address of the employer:	
4. Estimated Gross Monthly Earnings (specify currency)	5. Other Monthly Income (& source) (specify currency)
6. Present Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Partner <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	

B. Information about debtor's dependents

Name	Age	Relationship to debtor	Subject of this application?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Information about current spouse or partner of debtor

1. Full name	2. Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Estimated Gross Monthly Earnings (specify currency)	4. Other Monthly Income (& source) (specify currency)
5. Spouse or Partner of creditor pays child support / maintenance <input type="checkbox"/> voluntarily or <input type="checkbox"/> judicial/administrative decision in the amount of _____ per _____ (specify currency and instalment period). Total amount paid: _____; total amount outstanding: _____ (specify currency).	

IV. ASSETS AND DEBTS OF THE DEBTOR (IF KNOWN)

Please specify currency used to complete the following tables: _____

A. Value of debtor's assets

1. House – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	2. (location and / or registration No)
3. Other real estate – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	4. (location and / or registration No)
5. Motor vehicle(s) – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	6. (location and / or registration No)
7. Caravans/boats – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	8. (location and / or registration No)
9. Furniture and household effects – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	10. (location and description)
11. Other assets * – Value :	12. (institutions and account numbers)

B. Value of debtor's debts

Creditor	AMOUNT	Payment Rate	Encumbered Property

V. FINANCIAL STATEMENT OF THE APPLICANT

Please specify currency used to complete the following tables: _____

A. Applicant's gross income

<input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant's current spouse/partner	Child(ren) for whom maintenance is sought
Gross salary (incl. payments in kind)			
Income from non-salaried occupations			
Pensions, disability pensions, alimonies, allowances, annuities			
Unemployment benefits			
Income from securities/floating capital			
Income from real property			
Public assistance			
Other sources of income *			
TOTAL			

* Please list specifically each additional item.

* Please list specifically each additional item.

B. Applicant's income deductions

<input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant's current spouse/partner	Child(ren) for whom maintenance is sought
National/Federal tax			
State/Provincial tax			
City/Local tax			
Insurance premiums			
Pension contributions			
Union/professional dues			
Other deductions *			
TOTAL			

C. Applicant's expenses

<input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant's current spouse/partner	Child(ren) for whom maintenance is sought
Rent or mortgage			
Household costs			
Food and house supplies			
Clothing			
Medical/dental/optical fees			
Maintenance paid			
Insurance (other than under Part V.B)			
Vehicle expenses			
Child care			
Education for children			
Extracurricular activities for children			
Yearly Savings			
Debt-repayment			
Other expenses *			
TOTAL			

D. Value of applicant's assets

1. House – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	2. (location and / or registration No)
3. Other real estate – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	4. (location and / or registration No)
5. Motor vehicle(s) – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	6. (location and / or registration No)
7. Caravans/boats – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	8. (location and / or registration No)
9. Furniture and household effects – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	10. (location and description)
11. Other assets* – Value:	12. (institutions and account numbers)

* Please list specifically each additional item.

E. Value of applicant's debts

Creditor	AMOUNT	Payment Rate	Encumbered Property

VI. MEDICAL INSURANCE

A. Is debtor required by a maintenance decision to provide medical insurance for the child(ren)?

Yes No

B. Is debtor required by a maintenance decision to provide medical insurance for the creditor?

Yes No

C. Medical coverage for child(ren) for whom maintenance is sought and/or the creditor is provided by:

Coverage provided by:	For child(ren)	FOR CREDITOR	Creditor's Insurance Company:
Creditor	<input type="checkbox"/>	<input type="checkbox"/>	
Debtor	<input type="checkbox"/>	<input type="checkbox"/>	Policy No:
State Medicare	<input type="checkbox"/>	<input type="checkbox"/>	Debtor's Insurance Company:
Creditor's employer	<input type="checkbox"/>	<input type="checkbox"/>	
Debtor's employer	<input type="checkbox"/>	<input type="checkbox"/>	Policy No:
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	Other Insurance Company:
Unknown	<input type="checkbox"/>	<input type="checkbox"/>	Policy No:
No coverage	<input type="checkbox"/>	<input type="checkbox"/>	

On the _____ (dd/mm/yyyy), the applicant declares the information herein is up to date to _____ (dd/mm/yyyy) and is true and complete to the best of the applicant's knowledge, information and belief. The applicant will furnish additional information as required to the requesting Central Authority. The applicant consents to have information investigated for verification and will notify the competent Central Authority of any change.

This Form was made under oath at the requesting Central Authority. False statements are subject to prosecution in the requesting State.

Note: Any supporting documentation for the purpose of this Form should be kept on file with the requesting Central Authority.