

Power of Attorney

Designation of a trusted contact person for all your dealings with the PMO

General information

The PMO manages the medical insurance under the Joint Sickness Insurance Scheme and pays pensions and invalidity allowances for all staff members and former staff member of the EU institutions and other bodies.

The PMO also manages the calculation of the remuneration and determines the entitlement to allowances and cost reimbursements for staff members of EU institutions and other bodies which have delegated these tasks to the PMO under a Service Level Agreement.

Through the present Power of Attorney document, you can designate a trusted person who can be in contact with the PMO services in your name and on your behalf.

What are the benefits of designating a trusted person? The PMO can only share your personal data with third parties with your consent. By designating a trusted person, the PMO can be sure that it can have exchanges with that person regarding your financial benefits.

On the basis of the designation of a trusted person through the Power of Attorney, the PMO services will treat messages or requests from the trusted person as if they were submitted by you directly. This shall cover in particular the following actions:

- Signing and submitting requests to the JSISs;
- Submitting declarations which impact your rights and allowances;
- Contact the PMO services regarding issues related to your medical costs or any of the other financial benefits managed by the PMO, your pension or allowances.

In the near future, the trusted person will be able to connect to JSIS Online and to submit medical requests (e.g. claims for reimbursement) on your behalf. If the trusted person is not a staff member or former staff member, he or she will need to create an EU Login with their private email address.

If the trusted person is a staff member or former staff member, he or she will be able to submit requests through Staff Contact on your behalf. Pending the finalisation of ongoing developments, exchanges with trusted persons who are external to the EU institutions and other bodies go via phone, mail or paper documents.

What will be the impact of designating a trusted person?

By designating a trusted person, this person will be able to act on your behalf if and when this is required. You can at all times revoke the power of attorney granted to that trusted person and/or designate a different trusted person. You can also limit the period of validity of this Power of Attorney.

Any payments will continue to be made into your bank account. You continue to be responsible for the correctness of any actions undertaken by the trusted person in your name and on your behalf, including the obligation to reimburse any undue payments made on the basis of requests submitted by the trusted person.

This Power of Attorney does not allow the trusted person to take decisions on your financial or personal affairs on your behalf or receive payments from the PMO in your name and on your behalf.

Such arrangement can only be put in place on the basis of a document issued by competent national authorities in accordance with applicable national law.

Request for registration of Power of Attorney that I wish to grant to a trusted person:

I herewith confirm that the PMO services can share personal data regarding the financial benefits they manage with the person that I designate as trusted person, and that the trusted person can send requests, documents and information on my behalf.

Identification of the person granting Power of Attorney

Name and first name:.....
Staff/Pension no.:
Private Address:
.....
Phone:
E-mail:
EU Institution or body:
JSIS unit:

Identification of the trusted person designated to hold Power of Attorney

Name and first name:.....
Private Address:
.....
Phone:
E-mail:
Is the person designated a (former) EU staff member: YES/NO.
➤ If not, we advise the trusted person to create an EU Login with the indicated private email address in order to connect to the PMO IT applications in the future.

Period of validity: unlimited / until

It can be revoked or changed at any moment by submitting a new declaration.

Confirmation of the request for granting Power of Attorney

Date: Name:

Signature

Confirmation of acceptance of Power of Attorney

Date: Name:

Signature

Validation of the Power of Attorney

Date:.....

PMO Unit:

(e-signed)
Signature

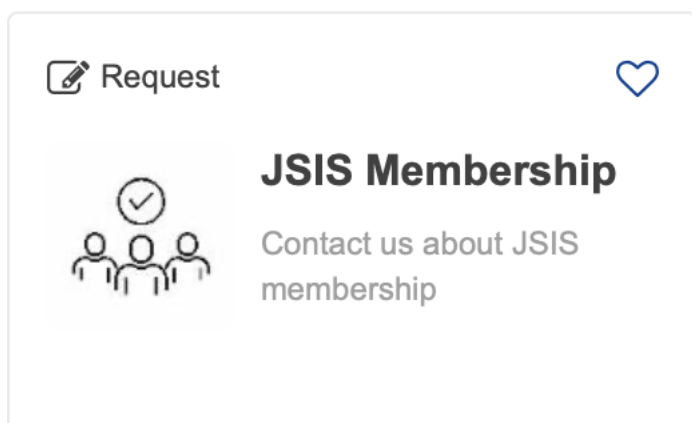
The paper version can be sent to:

European Commission
JSIS Brussels
Membership Service
Settlement Office
1049 Brussels
Belgium

OR

European Commission
JSIS
Membership Service
PMO.4 - TP 740
Via Enrico Fermi, 2749
21027 Ispra (VA)
Italy

The scanned version can be sent via the ServiceNow application [Rubrique de l'employé - Employee Center \(service-now.com\)](#) choosing « JSIS Membership » :



In certain exceptional circumstances (if the member cannot do it for medical or age reasons), the scanned version can be sent by an AIACE ambassador: <https://aiace-europa.eu/ambassadors/>