

**Removal services** [1]

For the purpose of determining your acceptance of the removal services process and conditions, please read and sign the **Declaration of Honour** below:

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| *I am aware that it is my responsibility to keep the appropriate documentation confirming the above (e.g. removal contract, value declaration of my personal effects for the insurance, proof of payment, delivery confirmation, etc.) and that -at any time- the ECB may require the submission of such proofs.* *Please complete:* *[ ]  I receive a comparable payment or the reimbursement of removal expenses from outside of the ECB (EUR 0)**[ ]  I am NOT entitled to a comparable payment or the reimbursement of removal expenses from another source.* |

***I declare that I have checked the removal items***[2] ***which are considered and included in the normal removal costs that the ECB reimburses when requesting the quotations from the different removal companies:***

Name and surname(s): ………………………………………………

Signature: ………………………………………………………

Date (DD/MM/YYYY): ………………………………………

[1]Article 4.2 and 4.4 of Staff Rules

 Article 22 and 23 of the Conditions of Employment

[2] The personal effects of the staff member and their family members are included in normal removal costs. Removal of pets (e.g. dogs and cats), bigger animals (e.g. horses) and cars are also possible. Expenses incurred in the alteration, fitting, or extension of furniture and/or effects are not considered to constitute removal expenses. Costs related to craftsmen services such as electrician, carpenter or plumber, for the installation and adjustment of built-in kitchens or similar at the new location will not be considered removal expenses.