

Focus on... unemployment after a job at the European Commission

Have you just finished your job with the European Commission and are wondering how to receive unemployment benefits? Don't worry, CAPAC is here to help.

This brochure provides information on the different conditions and procedures for claiming unemployment benefits.



What should I do?



✓ With the regional employment service

Register as a job seeker

When? As soon as your contract ends.

Where? At the regional employment service responsible for your region of residence (Actiris in Brussels, Forem in Wallonia, VDAB in Flanders and ADG in the German-speaking region).

This service will issue you with a registration certificate, which you must keep in a safe place.

How? Contact your regional employment service directly to find out how to register. You can usually even register online, via the website.

✓ With CAPAC

Apply for benefits as soon as you become unemployed.

When? All claims must be submitted within two months of the end of your employment contract.

The sooner you submit your file, the sooner we can process it and send it to the ONEM national employment agency.

How? By submitting a benefits claim via the email box specially created for European Commission-related requests: Partner.EU@hvw-capac.fgov.be.

Please note that this address will only be used to process benefits applications following the next elections in June 2024. It will therefore only be accessible for a period of three months from June 2024.

We guarantee a processing time of seven days from when you send your email.

What application date should I enter?

The first working day following the end of your employment at the European Commission.

Which documents do you need?



- 1. Form C1:** complete ALL sections of this form, then date and sign it. All the information indicated on this form is mandatory. You must answer every question we have highlighted.
Please note: if you answer “YES” to any of the questions on page 2 of the form, you will be asked to complete additional forms by post.
- 2. Form C109:** complete section 5, indicating **the start and end dates of your employment contract with the European Commission.** These dates must correspond to the dates indicated on the “U1 replacement certificate”. Also mention whether you have already worked in Belgium or abroad (if so, the different periods must be mentioned). Do not forget to date and sign it.
- 3. The career certificate and the U1 replacement certificate** issued by the European Commission.
- 4. Form C4:** complete section 2, then date and sign it.
- 5. Registration as a job seeker** issued by your regional employment office.

What then?

A CAPAC employee will process your benefits claim or answer any questions you may have.

Some additional documents may be requested by email. If so, please return them to us by email as soon as possible.

**Because our mission is to
inform and support you
every step of the way.**