

GROUPE DE TRAVAIL CHARGÉ DES FORMULAIRES
—
FORMULAIRES RECOMMANDÉS

coordonné par le Bureau Permanent

* * *

FORMS WORKING GROUP
—
RECOMMENDED FORMS

co-ordinated by the Permanent Bureau

*Document préliminaire No 2 B révisé d'août 2010 à l'intention
de la Commission spéciale de novembre 2009 sur la mise en œuvre de
la Convention de 2007 sur le recouvrement des aliments et
du Protocole de 2007 sur la loi applicable aux obligations alimentaires*

*Preliminary Document No 2 B revised of August 2010 for the attention
of the Special Commission of November 2009 on the implementation of
the 2007 Child Support Convention and of
the 2007 Protocol on the Law Applicable to Maintenance Obligations*

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Annexe A

**Demande de reconnaissance ou reconnaissance et exécution
(art. 10(1) a) et (2) a) et 30)**

**Extrait de la décision
(art. 25(3) b))**

**Attestation du caractère exécutoire de la décision
(art. 25(1) b))**

**Attestation de notification
(art. 25(1) c))**

Rapport sur l'état d'avancement – article 12

* * *

Annex A

**Application for Recognition or Recognition and Enforcement
(Arts 10(1) a) and (2) a) and 30)**

**Abstract of a Decision
(Art. 25(3) b))**

**Statement of Enforceability of a Decision
(Art. 25(1) b))**

**Statement of Proper Notice
(Art. 25(1) c))**

Status of Application Report – Article 12

Application for Recognition or Recognition and Enforcement

Article 10(1) a Article 10(2) a Article 30)

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under sections 2 d, e, f and g and 5 should only be provided in the Restricted Information on the Applicant page of this form.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant

The applicant is:

- The person for whom maintenance is sought or payable
- The representative of the person for whom maintenance is sought or payable
- The debtor
- The representative of the debtor

a. Family name(s): _____

b. Given name(s): _____

c. Date of birth:¹ _____ (dd/mm/yyyy)

or

a. Name of the public body: _____

b. Family name(s) of the contact person: _____

c. Given name(s) of the contact person: _____

and

d. Address: _____

e. Telephone numbers: _____

f. Fax number: _____

g. E-mail: _____

¹ It is not necessary to provide a date of birth in the case of a representative.

3. Particulars of the person(s) for whom maintenance is sought or payable**3.1 Maintenance is sought or payable for the applicant named above****Maintenance basis:**

- parentage *in loco parentis* or equivalent relationship
 marriage analogous relationship to marriage
 affinity (please identify): _____
 grandparent sibling grandchild
 other: _____

3.2 Maintenance is sought or payable for the following child(ren)**a. Family name(s):** _____**Given name(s):** _____**Date of birth** _____ (dd/mm/yyyy)**Maintenance basis:**

- parentage *in loco parentis* or equivalent relationship

b. Family name(s): _____**Given name(s):** _____**Date of birth** _____ (dd/mm/yyyy)**Maintenance basis:**

- parentage *in loco parentis* or equivalent relationship

c. Family name(s): _____**Given name(s):** _____**Date of birth** _____ (dd/mm/yyyy)**Maintenance basis:**

- parentage *in loco parentis* or equivalent relationship

3.3 Maintenance is sought or payable for the following person**Family name(s):** _____**Given name(s):** _____**Date of birth** _____ (dd/mm/yyyy)**Maintenance basis:**

- marriage analogous relationship to marriage
 affinity (please identify): _____
 grandparent sibling grandchild
 other: _____

3.4 Maintenance is sought or payable for additional children or persons, additional particulars are attached

4.1 Particulars (if known) of the debtor

- The person is the same as the applicant named above
- a. Family name(s): _____
- b. Given name(s): _____
- c. Date of birth: _____ (dd/mm/yyyy)
- d. Residential address: _____

- e. Postal address: _____

4.2 If the debtor is the applicant, particulars (if known and applicable) of the representative of the person(s) for whom maintenance is sought or payable

- a. Family name(s): _____
- b. Given name(s): _____
- c. Address: _____

- d. Telephone numbers: _____

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

4.3 Information that may assist with the location of the respondent

- a. Personal identification number: _____
(include name of country or territorial unit that issued the number)
- b. Any other information that may assist with the location of the respondent

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 _____

² National Bank Identification Code.

³ International Bank Account Number.

⁴ Where needed to effect payment.

b. Details for payments by cheques (if applicable)

Cheque payable to: _____

Cheque to be sent to: _____

(address) _____

Reference:⁵ _____

6. **This is an application for recognition only; do not initiate enforcement measures**

7. Bases for recognition and enforcement (Article 20) (please tick all relevant boxes)

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 (except in disputes relating to maintenance obligations in respect of children);

The maintenance decision was made by an authority exercising jurisdiction on a matter of personal status or parental responsibility and that jurisdiction was not based solely on the nationality of one of the parties; or

In a case where the State addressed has made a reservation in accordance with Article 20(2), there are factual circumstances in which the law of that State in similar circumstances would confer or would have conferred jurisdiction on its authorities to make such a decision. Please specify:

8. Appearance of the respondent

The respondent appeared or was represented in the proceedings in the State of origin

The respondent did not appear and was not represented in the proceedings in the State of origin (see attached Statement of Proper Notice (Art. 25(1) c))

9. **Financial Circumstances Form attached (Art. 11(2) a) and b))**

⁵ Where needed to effect payment.

10. Where the application is for the recovery of maintenance other than maintenance obligations arising from a parent-child relationship towards a person under the age of 21 years, the applicant (creditor) has benefited from legal assistance in the State of origin (Articles 17 and 25(1) f))
- Where the application is for the recovery of maintenance including maintenance obligations arising from a parent-child relationship towards a person under the age of 21 years, the applicant (debtor) has benefited from legal assistance in the State of origin (Articles 17 and 25(1) f))

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

11. Other information: _____

12. Attestations

- This application was completed by the applicant and reviewed by the requesting Central Authority.
- This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant.

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Restricted Information on the Applicant

Application for Recognition or Recognition and Enforcement

Article 10(1) a) Article 10(2) a) Article 30)

N.B. The requesting Central Authority has determined that information under sections 2 d, e, f and g and 5 on this page shall not be disclosed or confirmed for the protection of the health, safety or liberty of a person. Such a determination shall according to Article 40(2) be taken into account by the requested Central Authority.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant

- a. Family name(s): _____
- b. Given name(s): _____
- c. Date of birth: _____ (dd/mm/yyyy)
- d. Address: _____

- e. Telephone numbers: _____

- f. Fax number: _____
- g. E-mail: _____

5. Payments

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

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

b. Details for payments by cheques (if applicable)

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

This application was completed by the applicant and reviewed by the requesting Central Authority.

This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant.

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Abstract of a Decision

(Article 25(3) b))

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

2. Competent authority issuing the Abstract
 - 2.1 Name: _____
 - 2.2 Address: _____

 - 2.3 Telephone number: _____
 - 2.4 Fax number: _____
 - 2.5 E-mail: _____

3. The decision¹
 - 3.1 Type of authority: judicial authority or administrative authority²
 - 3.2 Name and place of authority: _____
 - 3.3 (address if applicable) _____

 - 3.4 Date of the decision: _____ (dd/mm/yyyy)
 - 3.5 Date of effect of the decision: _____ (dd/mm/yyyy)
 - 3.6 Reference number of the decision: _____
 - 3.7 Names of the parties to the decision: _____

 - 3.8 Decision results from:
 - Divorce or legal separation proceedings
 - Parentage establishment proceedings
 - Maintenance proceedings
 - Parental responsibility proceedings
 - Other: _____

4. Name of the debtor: _____

¹ For the definition of decision see Article 19(1).

² The Administrative Authority referred to in this Statement meets the requirements of Article 19(3).

5. Terms of decision

5.1 Maintenance payable for one person or a group of persons (specify currency³ for each amount)

Name(s) and date(s) of birth of the person(s) entitled to support / maintenance, arrears and other payments

- a. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
- b. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
- c. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)

5.1.1 Terms of payment of support / maintenance

- ⁴ **Beginning** _____ (dd/mm/yyyy) **the debtor shall pay support / maintenance in the amount of** _____ **every:**
 week two weeks month 3 months 6 months
 year other (specify): _____
This payment includes arrears retroactive maintenance
 interest health insurance school fees other payments, arrangements or conditions (specify*): _____

5.1.2 Terms of payment of arrears

- As of** _____ (dd/mm/yyyy) **the total amount of arrears is in the amount of** _____. **Beginning** _____ (dd/mm/yyyy) **the debtor shall pay arrears in the amount of** _____ **every:**
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

5.1.3 Terms of payment of retroactive maintenance

- As of** _____ (dd/mm/yyyy) **the total amount of retroactive maintenance is in the amount of** _____. **Beginning** _____ (dd/mm/yyyy) **the debtor shall pay retroactive maintenance in the amount of** _____ **every:**
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

³ Currency should be specified using the ISO code.

⁴ Where different payments are provided for different periods please replicate this information for such periods with the understanding that at the new beginning date the former amount is replaced by the new one.

* Include extract of the decision if necessary.

5.1.4 Other payments as provided in the decision

- Beginning _____ (dd/mm/yyyy) the debtor shall pay interest in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay health insurance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay school fees in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall make other payments, arrangements or conditions (specify*): _____
_____ to be paid in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

5.1.5 Lump sum

The debtor shall pay the lump sum amount of _____ on

Due date _____ (dd/mm/yyyy)

Another frequency (specify): _____

5.2 Maintenance payments for more than one person on an individual basis (specify currency⁵ for each amount)

a. Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)

- ⁶ Beginning _____ (dd/mm/yyyy) the debtor shall pay support / maintenance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____
 This payment includes arrears retroactive maintenance
 interest health insurance school fees other payments, arrangements or conditions (specify*): _____

- Beginning _____ (dd/mm/yyyy) the debtor shall pay arrears in the amount of _____ every:
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

- Beginning _____ (dd/mm/yyyy) the debtor shall pay retroactive maintenance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

- Beginning _____ (dd/mm/yyyy) the debtor shall pay interest in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

- Beginning _____ (dd/mm/yyyy) the debtor shall pay health insurance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

- Beginning _____ (dd/mm/yyyy) the debtor shall pay school fees in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

- Beginning _____ (dd/mm/yyyy) the debtor shall make other payments, arrangements or conditions (specify*): _____
 _____ to be paid in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Lump sum

The debtor shall pay the lump sum amount of _____ on
 Due date _____ (dd/mm/yyyy)
 Another frequency (specify): _____

⁵ Currency should be specified using the ISO code.

⁶ Where different payments are provided for different periods please replicate this information for such periods with the understanding that at the new beginning date the former amount is replaced by the new one.

* Include extract of the decision if necessary.

b. Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)

⁷ Beginning _____ (dd/mm/yyyy) the debtor shall pay support / maintenance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____
 This payment includes arrears retroactive maintenance
 interest health insurance school fees other payments, arrangements or conditions (specify*): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay arrears in the amount of _____ every:
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay retroactive maintenance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay interest in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay health insurance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay school fees in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall make other payments, arrangements or conditions (specify*): _____
 _____ to be paid in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other: _____

Lump sum

The debtor shall pay the lump sum amount of _____ on
 Due date _____ (dd/mm/yyyy)
 Another frequency (specify): _____

⁷ Where different payments are provided for different periods please replicate this information for such periods with the understanding that at the new beginning date the former amount is replaced by the new one.

* Include extract of the decision if necessary.

c. Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)

⁸ Beginning _____ (dd/mm/yyyy) the debtor shall pay support / maintenance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____
 This payment includes arrears retroactive maintenance
 interest health insurance school fees other payments, arrangements or conditions (specify*): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay arrears in the amount of _____ every:
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay retroactive maintenance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year single payment other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay interest in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay health insurance in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall pay school fees in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Beginning _____ (dd/mm/yyyy) the debtor shall make other payments, arrangements or conditions (specify*): _____
 _____ to be paid in the amount of _____ every:
 week two weeks month 3 months 6 months
 year other (specify): _____

Lump sum

The debtor shall pay the lump sum amount of _____ on
 Due date _____ (dd/mm/yyyy)
 Another frequency (specify): _____

⁸ Where different payments are provided for different periods please replicate this information for such periods with the understanding that at the new beginning date the former amount is replaced by the new one.

* Include extract of the decision if necessary.

5.3 Maintenance payments directed to a public body (specify currency⁹ for each amount)

- a. Name of the public body: _____
- b. Family name(s) of the contact person: _____
- c. Given name(s) of the contact person: _____
- d. Address: _____
- e. Telephone numbers: _____
- f. Fax number: _____
- g. E-mail: _____

- ¹⁰ Beginning _____ (dd/mm/yyyy) the debtor shall pay support / maintenance in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year other (specify): _____
 This payment includes arrears retroactive maintenance
 interest health insurance school fees other payments, arrangements or conditions (specify*): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay arrears in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year single payment other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay retroactive maintenance in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year single payment other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay interest in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay health insurance in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall pay school fees in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year other (specify): _____
- Beginning _____ (dd/mm/yyyy) the debtor shall make other payments, arrangements or conditions (specify*): _____
 _____ to be paid in the amount of _____ every:
 - week two weeks month 3 months 6 months
 - year other (specify): _____

Lump sum

The debtor shall pay the lump sum amount of _____ on

Due date _____ (dd/mm/yyyy)

Another frequency (specify): _____

⁹ Currency should be specified using the ISO code.

¹⁰ Where different payments are provided for different periods please replicate this information for such periods with the understanding that at the new beginning date the former amount is replaced by the new one.

* Include extract of the decision if necessary.

6. Indexation of maintenance

- The decision is silent about indexation
- The maintenance is indexed by operation of law.
- The maintenance should be indexed every year by _____ %
- The maintenance should be indexed as follows: _____

7. Interest where maintenance payments are late

- The decision is silent about interest where maintenance payments are late
- The interest on late payments is by operation of law.
- Unpaid amounts generate interest where payments are late at the following rate:
_____ % per month 3 months 6 months year
- The interest is: simple or compound

8. 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 education (specify):
 Secondary school High school Other: _____
 College University _____
- Until the creditor is self-supporting
- Unless and until it is changed or discontinued by further decision or by operation of law
- Other: _____

9. Costs and expenses

- The decision is silent about costs and expenses
 - The debtor is ordered to pay costs and expenses
 - The creditor is ordered to pay costs and expenses
 - Costs and expenses amount to: _____ (specify currency¹¹)
- This Abstract accurately reflects the content of the decision, described under item 3 above, in relation to maintenance for the persons listed under items 5.1. and 5.2. *a, b* and *c* above.

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

- This Abstract was completed by the official from the competent authority of the State of origin whose name appears above and is transmitted by the requesting Central Authority.

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

Requesting Central Authority reference number: _____
(For Central Authority use only)

¹¹ Currency should be specified using the ISO code.

Statement of Enforceability of a Decision

(Article 25(1) b))

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

2. Competent authority issuing the Statement

2.1 Name: _____

2.2 Address: _____

2.3 Telephone number: _____

2.4 Fax number: _____

2.5 E-mail: _____

3. The decision¹

3.1 Type of authority: judicial authority or administrative authority²

3.2 Name and place of authority: _____

3.3 (address if applicable) _____

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

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

3.6 Reference number of the decision: _____

3.7 Names of the parties to the decision: _____

4. The decision is enforceable in the State of origin.

Name: _____ (in block letters) Date: _____

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

This Statement of Enforceability of a Decision was completed by the official from the competent authority of the State of origin whose name appears above and is transmitted by the requesting Central Authority.

Name: _____ (in block letters) Date: _____

Authorised representative of the Central Authority (dd/mm/yyyy)

Requesting Central Authority reference number: _____

(For Central Authority use only)

¹ For the definition of decision see Article 19(1).

² The Administrative Authority referred to in this Statement meets the requirements of Article 19(3).

Statement of Proper Notice¹

(Article 25(1) c))

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

2. **Competent authority issuing the Statement**
 - 2.1 **Name:** _____
 - 2.2 **Address:** _____

 - 2.3 **Telephone number:** _____
 - 2.4 **Fax number:** _____
 - 2.5 **E-mail:** _____

3. **The decision²**
 - 3.1 **Type of authority:** judicial authority or administrative authority³
 - 3.2 **Name and place of authority:** _____
 - 3.3 **(address if applicable)** _____

 - 3.4 **Date of the decision:** _____ (dd/mm/yyyy)
 - 3.5 **Date of effect of the decision:** _____ (dd/mm/yyyy)
 - 3.6 **Reference number of the decision:** _____
 - 3.7 **Names of the parties to the decision:** _____

4. **Name of the respondent:** _____

¹ A Statement of Proper Notice should be provided if the Respondent did not appear and was not represented in the proceedings in the State of origin.

² For the definition of decision see Article 19(1).

³ The Administrative Authority referred to in this Statement meets the requirements of Article 19(3).

5. Proper notice to the respondent

- The respondent had proper notice of the proceedings and an opportunity to be heard (Certificate of Service attached if applicable*)
- The respondent had proper notice of the decision and an opportunity to challenge or appeal it on fact and law (Certificate of Service attached if applicable*)

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

- This Statement of Proper Notice was completed by the official from the competent authority of the State of origin whose name appears above and is transmitted by the requesting Central Authority.

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

Requesting Central Authority reference number: _____
(For Central Authority use only)

* For example, a certificate issued under domestic law or, where appropriate, a certificate issued under an international instrument.

Status of Application Report – Article 12¹

(Application for Recognition or Recognition and Enforcement

(Article 10(1) a) Article 10(2) a) Article 30))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40.

<p>1. Requested Central Authority</p> <p>a. Address</p> <p>b. Telephone number</p> <p>c. Fax number</p> <p>d. E-mail</p> <p>e. Reference number</p>	<p>2. Contact person in requested State</p> <p>a. Address (if different)</p> <p>b. Telephone number (if different)</p> <p>c. Fax number (if different)</p> <p>d. E-mail (if different)</p> <p>e. Language(s)</p>
<p><input type="checkbox"/> First Report / <input type="checkbox"/> Subsequent Report – Date of last Report: _____ (dd/mm/yyyy)</p>	

3. File identification

a. Requesting Central Authority file reference number: _____

b. Family name(s) of applicant: _____

or

b. Name of public body: _____

and

c. Family name(s) of the person(s) for whom maintenance is sought or payable: _____

d. Family name(s) of debtor: _____

¹ The Status of Application Report can be used for the purpose of Article 12(3), (4) and (5). If the Report is being used to provide updates, only include additional information that was not included in the previous reports.

4. **Status of the application in the requested State**
- a. On _____ (dd/mm/yyyy) the competent authority declared the decision enforceable or registered the decision for enforcement
(declaration or registration attached for information purposes only;
 applicant has been notified of the declaration or registration;
 applicant will be notified of the declaration or registration)
 - b. On or by _____ (dd/mm/yyyy) the competent authority is due to declare whether the decision is enforceable or is to be registered for enforcement
 - c. On _____ (dd/mm/yyyy) the respondent lodged a challenge or an appeal against the declaration or registration
 - d. On _____ (dd/mm/yyyy) the competent authority issued a decision refusing recognition and enforcement (decision attached for information purposes only; applicant has been notified of the decision; applicant will be notified of the decision)
 - e. On _____ (dd/mm/yyyy) the competent authority refused recognition and enforcement as a result of a reservation under Article 20(2). On _____ (dd/mm/yyyy) a decision was established for the benefit of the creditor in accordance with Article 20(4).
 - f. On _____ (dd/mm/yyyy) the respondent lodged a further appeal.
 - g. On _____ (dd/mm/yyyy) the application / decision was sent to the enforcement authority
 - h. Application is still pending before the Central Authority
 - i. Application / decision sent to enforcement authority and enforcement is impossible in the foreseeable future because:
 - Debtor without necessary resources
 - Debtor incarcerated
 - Other: _____
5. The following steps have been taken (past):
- a. Debtor / creditor located
 - b. Voluntary payment secured (no enforcement measures were necessary)
 - c. Information concerning the financial circumstances of the debtor gathered
 - d. Assets of the debtor located
 - e. Enforcement and other measures initiated
 - Provisional measures
 - Wage withholding
 - Garnishment from bank account or other sources
 - Deductions from social security payments
 - Lien on or forced sale of property
 - Tax refund withholding
 - Withholding or attachment of pension benefits
 - Credit bureau reporting
 - Denial, suspension or revocation of licenses or passport
 - Mediation, conciliation or similar processes
 - Seizure of lottery or gambling winnings
 - Prohibition from leaving the requested State
 - Incarceration
 - Other: _____
 - f. Payments were secured (enforcement measures were necessary)

- g. Record of payments made by the debtor as of _____
(dd/mm/yyyy) attached
- h. Other: _____
6. The following steps are being taken (present):
- a. Locating the debtor / creditor
- b. Securing voluntary payment (no enforcement measures are necessary)
- c. Gathering of information concerning the financial circumstances of the debtor
- d. Locating the assets of the debtor
- e. Initiating enforcement measures
- f. Securing payments (enforcement measures are necessary)
- g. Other: _____
7. The following steps will be taken (future):
- a. Debtor / creditor to be located
- b. Voluntary payment to be sought (no enforcement measures will be necessary)
- c. Information to be gathered concerning the financial circumstances of the debtor
- d. Assets of the debtor to be located
- e. Enforcement measures to be initiated
- f. Payments to be sought (enforcement measures will be necessary)
- g. Other: _____
8. Please provide the following additional information and / or documentation:

9. The application has been examined by the competent authority and is being returned because a declaration or registration has been refused on the ground that recognition and enforcement of the decision is manifestly incompatible with the public policy ("*ordre public*") of the State addressed.²
10. A challenge or an appeal has been lodged on the following grounds:
- a. There are no bases for recognition and enforcement under Article 20
- 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. In a case where the respondent has neither appeared nor was represented in proceedings in the State of origin, the respondent had neither proper notice of the proceedings and an opportunity to be heard, nor proper notice of the decision and the opportunity to challenge or appeal it on fact and law

² This Section is limited to the *ex officio* review as provided under Article 23. Additional reasons should be added to this list for the purpose of the *ex officio* review under Article 24.

- g. The decision was made in violation of Article 18
 - h. The authenticity or integrity of any document transmitted in accordance with Article 25(1) *a*, *b* or *d* or (3) *b*
 - i. The debt for past due payments has been fulfilled.
11. The requested Central Authority has refused to process the application for the following reason(s):
- a. Requesting Central Authority did not produce the additional documents or information within the period provided under Article 12(9)
 - b. Requirements of the Convention manifestly not fulfilled (reasons attached)

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Annexe B

**Demande d'exécution d'une décision rendue ou reconnue
dans l'État requis
(art. 10(1) *b*)**

Rapport sur l'état d'avancement – article 12

* * *

Annex B

**Application for Enforcement of a Decision Made or Recognised
in the Requested State
(Art. 10(1) *b*)**

Status of Application Report – Article 12

Application for Enforcement of a Decision Made or Recognised in the Requested State (Article 10(1) b))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under sections 2 d, e, f and g and 5 should only be provided in the Restricted Information on the Applicant page of this form.

1. Requesting Central Authority file reference number: _____
2. Particulars of the applicant
 - a. Family name(s): _____
 - b. Given name(s): _____
 - c. Date of birth:¹ _____ (dd/mm/yyyy)or
 - a. Name of the public body: _____
 - b. Family name(s) of the contact person: _____
 - c. Given name(s) of the contact person: _____and
 - d. Address: _____

 - e. Telephone numbers: _____

 - f. Fax number: _____
 - g. E-mail: _____

3. Particulars of the person(s) for whom maintenance is sought or payable

- 3.1 Maintenance is sought or payable for the applicant named above

Maintenance basis:

- | | |
|--|---|
| <input type="checkbox"/> parentage | <input type="checkbox"/> <i>in loco parentis</i> or equivalent relationship |
| <input type="checkbox"/> marriage | <input type="checkbox"/> analogous relationship to marriage |
| <input type="checkbox"/> affinity (please identify): _____ | |
| <input type="checkbox"/> grandparent | <input type="checkbox"/> sibling <input type="checkbox"/> grandchild |
| <input type="checkbox"/> other: _____ | |

¹ It is not necessary to provide a date of birth in the case of a representative.

- 3.2 **Maintenance is sought or payable for the following child(ren)**
- a. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- b. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- c. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship

- 3.3 **Maintenance is sought or payable for the following person**
- Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 marriage analogous relationship to marriage
 affinity (please identify): _____
 grandparent sibling grandchild
 other: _____

- 3.4 **Maintenance is sought or payable for additional children or persons, additional particulars are attached**

4. **Particulars (if known) of the debtor (respondent)**

- a. **Family name(s):** _____
- b. **Given name(s):** _____
- c. **Date of birth:** _____ (dd/mm/yyyy)
- d. **Personal identification number:** _____
(include name of country or territorial unit that issued the number)
- e. **Residential address:** _____

- f. **Postal address:** _____

- g. **Any other information that may assist with the location of the debtor**

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:³ _____

6. The decision made in the requested State

6.1 Type of authority: judicial authority or administrative authority

6.2 Name and place of authority: _____

6.3 (address if applicable) _____

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

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

6.6 Reference number of the decision: _____

6.7 Names of the parties: _____

7. The following are attached to this application:

- Decision made in the requested State
- Decision (or registration) made in the requested State to recognise a decision of another State
- Decision of the State of origin (other State)
- Statement of arrears
- Financial Circumstances Form

² National Bank Identification Code.

³ International Bank Account Number.

⁴ Where needed to effect payment.

8. Where the application is for the recovery of maintenance other than maintenance obligations arising from a parent-child relationship towards a person under the age of 21 years, the applicant (creditor) has benefited from legal assistance in the State of origin (Articles 17 and 25(1) f))

9. Other information: _____

10. Attestations

- This application was completed by the applicant and reviewed by the requesting Central Authority
- This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Restricted Information on the Applicant

Application for Enforcement of a Decision Made or Recognised in the Requested State (Article 10(1) b))

N.B. The requesting Central Authority has determined that information under sections 2 d, e, f and g and 5 on this page shall not be disclosed or confirmed for the protection of the health, safety or liberty of a person. Such a determination shall according to Article 40(2) be taken into account by the requested Central Authority.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant
 - a. Family name(s): _____
 - b. Given name(s): _____
 - c. Date of birth: _____ (dd/mm/yyyy)
 - d. Address: _____

 - e. Telephone numbers: _____

 - f. Fax number: _____
 - g. E-mail: _____

5. Payments
 - a. Details for electronic transfer of payments (if applicable)
Name of the bank: _____
NBIC: _____
SWIFT-address: _____
IBAN: _____
Account number: _____
Name of account holder: _____
Reference: _____
 - b. Details for payments by cheques (if applicable)
Cheque payable to: _____
Cheque to be sent to: _____
(address) _____
Reference: _____

- This application was completed by the applicant and reviewed by the requesting Central Authority
- This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Status of Application Report – Article 12¹

(Application for Enforcement – Article 10(1) b))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40.

1. Requested Central Authority a. Address b. Telephone number c. Fax number d. E-mail e. Reference number	2. Contact person in requested State a. Address (if different) b. Telephone number (if different) c. Fax number (if different) d. E-mail (if different) e. Language(s)
<input type="checkbox"/> First Report / <input type="checkbox"/> Subsequent Report – Date of last Report: _____ (dd/mm/yyyy)	

3. File identification

a. Requesting Central Authority file reference number: _____

b. Family name(s) of applicant: _____

c. Family name(s) of the person(s) for whom maintenance is sought or payable: _____

d. Family name(s) of debtor: _____

4. Status of the application in the requested State

a. **On** _____ (dd/mm/yyyy) **the application was sent to the competent authority responsible for enforcement (name)** _____ **(address)** _____ **(reference number)** _____

¹ The Status of Application Report can be used for the purpose of Article 12(3), (4) and (5). If the Report is being used to provide updates, only include additional information that was not included in the previous reports.

- b. On _____ (dd/mm/yyyy) the competent authority issued a decision allowing enforcement (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
- c. On _____ (dd/mm/yyyy) the debtor lodged a challenge or an appeal against enforcement
- d. On _____ (dd/mm/yyyy) the competent authority issued a decision refusing enforcement (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
- e. Application is still pending before the Central Authority
- f. Application sent to enforcement authority and enforcement is impossible in the foreseeable future because:
- Debtor without necessary resources
- Debtor incarcerated
- Other: _____
5. The following steps have been taken (past):
- a. Debtor located
- b. Voluntary payment secured (no enforcement measures were necessary)
- c. Information concerning the financial circumstances of the debtor gathered
- d. Assets of the debtor located
- e. Enforcement and other measures initiated
- Provisional measures
- Wage withholding
- Garnishment from bank account or other sources
- Deductions from social security payments
- Lien on or forced sale of property
- Tax refund withholding
- Withholding or attachment of pension benefits
- Credit bureau reporting
- Denial, suspension or revocation of licenses or passport
- Mediation, conciliation or similar processes
- Seizure of lottery or gambling winnings
- Prohibition from leaving the requested State
- Incarceration
- Other: _____
- f. Payments were secured (enforcement measures were necessary)
- g. Record of payments made by the debtor as of _____ (dd/mm/yyyy) attached
- h. Other: _____
6. The following steps are being taken (present):
- a. Locating the debtor
- b. Securing voluntary payment (no enforcement measures are necessary)
- c. Gathering of information concerning the financial circumstances of the debtor

* For example, a certificate issued under domestic law or, where appropriate, a certificate issued under an international instrument.

- d. Locating the assets of the debtor
 - e. Initiating enforcement measures
 - f. Securing payments (measures of enforcement are necessary)
 - g. Other: _____
7. The following steps will be taken (future):
- a. Debtor to be located
 - b. Voluntary payment to be sought (no enforcement measures will be necessary)
 - c. Information to be gathered concerning the financial circumstances of the debtor
 - d. Assets of the debtor to be located
 - e. Enforcement measures to be initiated
 - f. Payments to be sought (enforcement measures will be necessary)
 - g. Other: _____
8. Please provide the following additional information and / or documentation:

9. The requested Central Authority has refused to process the application for the following reason(s):
- a. Requesting Central Authority did not produce the additional documents or information within the period provided under Article 12(9)
 - b. Requirements of the Convention manifestly not fulfilled (reasons attached)
10. The competent authority has refused to enforce the decision for the following reason(s):
- a. Requirements of the Convention not fulfilled
 - b. Debtor not located in the requested State
 - c. Decision has not been recognised in the requested State
 - d. Decision is no longer in force
 - e. Decision is incompatible with a later decision
 - f. Decision has been modified
 - g. Other: _____

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Annexe C

**Demande d'obtention d'une décision
(art. 10(1) *c*) et *d*)**

Rapport sur l'état d'avancement – article 12

* * *

Annex C

**Application for Establishment of a Decision
(Art. 10(1) *c*) and *d*)**

Status of Application Report – Article 12

Application for Establishment of a Decision (including where necessary the establishment of parentage)

Article 10(1) c) Article 10(1) d))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under sections 2 d, e, f and g and 5 should only be provided in the Restricted Information on the Applicant page of this form.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant

a. Family name(s): _____

b. Given name(s): _____

c. Date of birth: _____ (dd/mm/yyyy)

d. Address: _____

e. Telephone numbers: _____

f. Fax number: _____

g. E-mail: _____

3. Particulars of the person(s) for whom maintenance is sought or payable

3.1 Maintenance is sought or payable for the applicant named above

Parentage is established or presumed

Maintenance basis:

parentage *in loco parentis* or equivalent relationship

marriage analogous relationship to marriage

affinity (please identify): _____

grandparent sibling grandchild

other: _____

- 3.2 Maintenance is sought or payable for the following child(ren)
- a. Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)
- Parentage is established or presumed
- Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- b. Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)
- Parentage is established or presumed
- Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- c. Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)
- Parentage is established or presumed
- Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- 3.3 Maintenance is sought or payable for the following person
- Family name(s): _____
 Given name(s): _____
 Date of birth: _____ (dd/mm/yyyy)
- Maintenance basis:
 marriage analogous relationship to marriage
 affinity (please identify): _____
 grandparent sibling grandchild
 other: _____
- 3.4 Maintenance is sought or payable for additional children or persons, additional particulars are attached
4. Particulars (if known) of the debtor (respondent)
- a. Family name(s): _____
- b. Given name(s): _____
- c. Date of birth: _____ (dd/mm/yyyy)
- d. Personal identification number: _____
 (include name of country or territorial unit that issued the number)
- e. Residential address: _____

- f. Postal address: _____

g. Any other information that may assist with the location of the debtor

5. Payments

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

Name of the bank: _____

NBIC: ¹ _____

SWIFT-address: _____

IBAN: ² _____

Account number: _____

Name of account holder: _____

Reference: ³ _____

b. Details for payments by cheques (if applicable)

Cheque payable to: _____

Cheque to be sent to: _____

(address) _____

Reference: ³ _____

6. This application is for the establishment of a decision in the requested State where:

- a. there is no existing decision (Article 10(1) c))
- b. recognition and enforcement of a decision is not possible or is refused because of the lack of a basis for recognition and enforcement under Article 20 or on the grounds specified in Article 22 b) or e) (Article 10(1) d))

7. Support / maintenance sought by the applicant⁴ (specify currency⁵ for each amount)

Support / maintenance
Please specify the amount: _____

Frequency of payments

week two weeks month 3 months 6 months

year other (specify): _____

Retroactive support / maintenance
Please specify date from which retroactive maintenance is sought:
_____ (dd/mm/yyyy)

Please specify the amount: _____

Frequency of payments

week two weeks month 3 months 6 months

year single payment other (specify): _____

¹ National Bank Identification Code.

² International Bank Account Number.

³ Where needed to affect payment.

⁴ Complete this section only if required by the requested State.

⁵ Currency should be specified using the ISO code.

- Other payments, arrangements or conditions**
Please specify: _____
Please specify the amount: _____
Frequency of payments
 week two weeks month 3 months 6 months
 year other (specify): _____

8. The following document(s) are attached in support of this application:

- Birth certificate or equivalent
- Acknowledgement of parentage by the debtor
- Formal statement providing evidence relating to parentage
- Decision of competent authority concerning parentage
- Genetic test results
- Adoption certificate
- Certificate of marriage or similar relationship and date of divorce / separation
- Formal statement providing evidence relating to 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
- Statement of arrears or payment history
- Other evidence in accordance with the law of the requested State
- Decision of the requested State refusing recognition and enforcement

9. Please initiate enforcement measures once the decision is established

10. Other information: _____

11. Attestations

- This application was completed by the applicant and reviewed by the requesting Central Authority**
- This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant.**

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Restricted Information on the Applicant

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

N.B. The requesting Central Authority has determined that information under sections 2 d, e, f and g and 5 on this page shall not be disclosed or confirmed for the protection of the health, safety or liberty of a person. Such a determination shall according to Article 40(2) be taken into account by the requested Central Authority.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant
 - a. Family name(s): _____
 - b. Given name(s): _____
 - c. Date of birth: _____ (dd/mm/yyyy)
 - d. Address: _____

 - e. Telephone numbers: _____

 - f. Fax number: _____
 - g. E-mail: _____

5. Payments
 - a. Details for electronic transfer of payments (if applicable)
Name of the bank: _____
NBIC: _____
SWIFT-address: _____
IBAN: _____
Account number: _____
Name of account holder: _____
Reference: _____
 - b. Details for payments by cheques (if applicable)
Cheque payable to: _____
Cheque to be sent to: _____
(address) _____
Reference: _____

- This application was completed by the applicant and reviewed by the requesting Central Authority
- This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Status of Application Report – Article 12¹

(Application for Establishment of a Decision (Article 10(1) c) Article 10(1) d))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40.

<p>1. Requested Central Authority</p> <p>a. Address</p> <p>b. Telephone number</p> <p>c. Fax number</p> <p>d. E-mail</p> <p>e. Reference number</p>	<p>2. Contact person in Requested State</p> <p>a. Address (if different)</p> <p>b. Telephone number (if different)</p> <p>c. Fax number (if different)</p> <p>d. E-mail (if different)</p> <p>e. Language(s)</p>
<p><input type="checkbox"/> First Report / <input type="checkbox"/> Subsequent Report – Date of last Report: _____ (dd/mm/yyyy)</p>	

- 3. File identification**
- a. Requesting Central Authority file reference number: _____
- b. Family name(s) of applicant: _____
- c. Family name(s) of the person(s) for whom
 maintenance is sought or payable: _____

- d. Family name(s) of debtor: _____

¹ The Status of Application Report can be used for the purpose of Article 12(3), (4) and (5). If the Report is being used to provide updates, only include additional information that was not included in the previous reports.

4. Status of the application

4.1 Status of the application for Establishment of a decision for maintenance in the requested State

- a. On _____ (dd/mm/yyyy) the application was sent to the competent authority responsible for establishment (name) _____ (address) _____ (reference number) _____
- b. On or by _____ (dd/mm/yyyy) the competent authority is due to issue a decision for maintenance
- c. On _____ (dd/mm/yyyy) the competent authority issued a decision for maintenance (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
- d. On _____ (dd/mm/yyyy) the competent authority has decided against establishing a decision for maintenance (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
- e. On _____ (dd/mm/yyyy) the debtor has lodged a challenge or an appeal against the maintenance decision
- f. On _____ (dd/mm/yyyy) the maintenance decision is final
- g. On _____ (dd/mm/yyyy) the maintenance decision is enforceable
- h. Application is still pending before the Central Authority

4.2 Status of establishment of parentage

- a. Establishment of parentage not necessary
- b. On _____ (dd/mm/yyyy) the debtor contested parentage
- c. On _____ (dd/mm/yyyy) the request for establishment of parentage was sent to the competent authority responsible (name) _____ (address) _____ (reference number) _____
- d. Genetic testing for the purpose of establishing parentage has been scheduled on _____ (dd/mm/yyyy)
- e. Genetic testing for the purpose of establishing parentage was scheduled on _____ (dd/mm/yyyy) but the debtor failed to appear
- f. Genetic testing for the purpose of establishing parentage has been performed on _____ (dd/mm/yyyy). Results are attached
- g. Please provide assistance with genetic testing. See attached information
- h. On or by _____ (dd/mm/yyyy) the competent authority is due to determine parentage

* For example, a certificate issued under domestic law or, where appropriate, a certificate issued under an international instrument.

- i. On _____ (dd/mm/yyyy) the competent authority determined parentage: positive / negative (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
 - j. On _____ (dd/mm/yyyy) the competent authority decided to reject the request to establish parentage (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
 - k. On _____ (dd/mm/yyyy) the debtor lodged a challenge or an appeal against the decision establishing parentage
 - l. Application is still pending before the Central Authority
5. The following steps have been taken (past):
- a. Debtor located
 - b. Debtor contacted for settlement
 - c. Voluntary payment secured (no enforcement measures were necessary) (documentation attached to this Report if applicable)
 - d. Information concerning the financial circumstances of the debtor gathered
 - e. Assets of the debtor located
 - f. Enforcement and other measures initiated
 - Provisional measures
 - Wage withholding
 - Garnishment from bank account or other sources
 - Deductions from social security payments
 - Lien on or forced sale of property
 - Tax refund withholding
 - Withholding or attachment of pension benefits
 - Credit bureau reporting
 - Denial, suspension or revocation of licenses or passport
 - Mediation, conciliation or similar processes
 - Seizure of lottery or gambling winnings
 - Prohibition from leaving the requested State
 - Incarceration
 - Other: _____
 - g. Payments were secured (enforcement measures were necessary)
 - h. Record of payments made by the debtor as of _____ (dd/mm/yyyy) attached
 - i. Other: _____
6. The following steps are being taken (present):
- a. Locating the debtor
 - b. Contacting the debtor for settlement
 - c. Securing voluntary payment (no enforcement measures are necessary)
 - d. Gathering of information concerning the financial circumstances of the debtor
 - e. Locating the assets of the debtor
 - f. Initiating enforcement measures
 - g. Securing payments (enforcement measures are necessary)
 - h. Other: _____

* For example, a certificate issued under domestic law or, where appropriate, a certificate issued under an international instrument.

7. **The following steps will be taken (future):**
- a. **Debtor to be located**
 - b. **Debtor to be contacted for settlement**
 - c. **Voluntary payment to be sought (no enforcement measures will be necessary)**
 - d. **Information to be gathered concerning the financial circumstances of the debtor**
 - e. **Assets of the debtor to be located**
 - f. **Enforcement measures to be initiated**
 - g. **Payments to be sought (enforcement measures will be necessary)**
 - h. **Other:** _____
8. **Please provide the following additional information and / or documentation:**
- _____
- _____
9. **The requested Central Authority has refused to process the application for the following reason(s):**
- a. **Requesting Central Authority did not produce the additional documents or information within the period provided under Article 12(9)**
 - b. **Requirements of the Convention manifestly not fulfilled (reasons attached)**
10. **The competent authority has refused to establish a maintenance decision for the following reason(s):**
- a. **Other requirements of the Convention not fulfilled**
 - b. **Debtor not located in the requested State**
 - c. **Other:** _____

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Annexe D

**Demande de modification d'une décision
(art. 10(1) *e*) et *f*, et (2) *b*) et *c*)**

Rapport sur l'état d'avancement – article 12

* * *

Annex D

**Application for Modification of a Decision
(Art. 10(1) *e*) and *f*, and (2) *b*) and *c*)**

Status of Application Report – Article 12

Application for Modification of a Decision

(Article 10(1) e) Article 10(1) f) Article 10(2) b) Article 10(2) c))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under sections 2 d, e, f and g and 5 should only be provided in the Restricted Information on the Applicant page of this form.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant

The applicant is:

- The person for whom maintenance is sought or payable
- The representative of the person for whom maintenance is sought or payable
- The debtor
- The representative of the debtor

a. Family name(s): _____

b. Given name(s): _____

c. Date of birth:¹ _____ (dd/mm/yyyy)

d. Address: _____

e. Telephone numbers: _____

f. Fax number: _____

g. E-mail: _____

3. Particulars of the person(s) for whom maintenance is sought or payable

3.1 Maintenance is sought or payable for the applicant named above

Maintenance basis:

- parentage *in loco parentis* or equivalent relationship
- marriage analogous relationship to marriage
- affinity (please identify): _____
- grandparent sibling grandchild
- other: _____

¹ It is not necessary to provide a date of birth in the case of a representative.

- 3.2 **Maintenance is sought or payable for the following child(ren)**
- a. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- b. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship
- c. **Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 parentage *in loco parentis* or equivalent relationship

- 3.3 **Maintenance is sought or payable for the following person**
- Family name(s):** _____
Given name(s): _____
Date of birth: _____ (dd/mm/yyyy)
Maintenance basis:
 marriage analogous relationship to marriage
 affinity (please identify): _____
 grandparent sibling grandchild
 other: _____

- 3.4 **Maintenance is sought or payable for additional children or persons, additional particulars are attached**

4.1 **Particulars (if known) of the debtor**

- The person is the same as the applicant named above**
- a. **Family name(s):** _____
b. **Given name(s):** _____
c. **Date of birth:** _____ (dd/mm/yyyy)
d. **Residential address:** _____

e. **Postal address:** _____

4.2 If the debtor is the applicant, particulars (if known and applicable) of the representative of the person(s) for whom maintenance is sought or payable

- a. **Family name(s):** _____
- b. **Given name(s):** _____
- c. **Address:** _____

- d. **Telephone numbers:** _____

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

4.3 Information that may assist with the location of the respondent

- a. **Personal identification number:** _____
(including name of country or territorial unit that issued the number)
- b. **Any other information that may assist with the location of the respondent**

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:³** _____

² National Bank Identification Code.

³ International Bank Account Number.

⁴ Where needed to affect payment.

6. The decision

6.1 Type of authority: judicial authority or administrative authority

6.2 Name and place of authority: _____

6.3 (address if applicable) _____

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

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

6.6 Reference number of the decision: _____

6.7 Names of the parties: _____

7. The following changes have occurred since the decision was made or last modified:

- Change in the income of the creditor or its financial situation
- Change in the income of the debtor or its financial situation
- Change in the income or financial situation of the person who has care of the child
- Change in circumstances of the person for whom maintenance is sought
- Change in child care arrangements
- Change in cost of living
- Change of currency exchange rate
- Decision was made by consent, and the amount ordered to be paid is no longer appropriate or adequate
- Other. Please specify: _____

8. The following modifications are sought by the applicant:

- Increasing the amount of maintenance
Please specify the new amount and currency: _____
- Decreasing the amount of maintenance
Please specify the new amount and currency: _____
- Modifying the frequency of payments, please specify:
 week two weeks month 3 months 6 months
 year other (specify): _____
- Modifying the method of payment
Please specify: _____
- Modifying the nature of payments
Please specify: _____
- Reducing or cancelling arrears
Please specify reasons: _____
- Terminating the maintenance obligation
Please specify reasons: _____
Please specify termination date: _____ (dd/mm/yyyy)
- Other. Please specify: _____

9. The following documents are attached to establish the basis for modification of the maintenance decision and to assist in establishing, where necessary, the amount of the maintenance:
- Complete text of the decision from the State of origin
 - Evidence establishing a change in income or other change in circumstances
 - Written agreement between the parties related to modification of the maintenance
 - Financial Circumstances Form
 - Written submissions in support of application
 - Other evidence in accordance with the law of the requested State
10. Please initiate enforcement measures once the decision is established
11. Other information: _____

12. If the applicant is the debtor in the case of an application under Article 10(2) *c*), please tick the applicable boxes:
- The creditor is not habitually resident in the State of origin.
 - The creditor is habitually resident in the State of origin, but the following provision of Article 18 applies or may apply:
 - The parties agreed in writing to the jurisdiction of the requested State in accordance with Article 18(2) *a*) (agreement attached);⁵
 - The creditor may submit to the jurisdiction of the requested State in accordance with Article 18(2) *b*);
 - The competent authority in the State of origin cannot, or refuses to, exercise jurisdiction in accordance with Article 18(2) *c*) (decision attached); or,
 - The decision made in the State of origin cannot be recognized or declared enforceable in the Contracting State where proceedings for a new or modified decision are contemplated in accordance with Article 18(2) *d*) (decision attached).
13. Attestations
- This application was completed by the applicant and reviewed by the requesting Central Authority
 - This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

⁵ The first condition of Article 18(2) does not apply in disputes relating to maintenance obligations in respect of children.

Restricted Information on the Applicant

Application for Modification of a Decision

Article 10(1) e) Article 10(1) f) Article 10(2) b) Article 10(2) c)

N.B. The requesting Central Authority has determined that information under sections 2 d, e, f and g and 5 on this page shall not be disclosed or confirmed for the protection of the health, safety or liberty of a person. Such a determination shall according to Article 40(2) be taken into account by the requested Central Authority.

1. Requesting Central Authority file reference number: _____

2. Particulars of the applicant
 - a. Family name(s): _____
 - b. Given name(s): _____
 - c. Date of birth: _____ (dd/mm/yyyy)
 - d. Address: _____

 - e. Telephone numbers: _____

 - f. Fax number: _____
 - g. E-mail: _____

5. Payments
 - a. Details for electronic transfer of payments (if applicable)
Name of the bank: _____
NBIC: _____
SWIFT-address: _____
IBAN: _____
Account number: _____
Name of account holder: _____
Reference: _____
 - b. Details for payments by cheques (if applicable)
Cheque payable to: _____
Cheque to be sent to: _____
(address) _____
Reference: _____

- This application was completed by the applicant and reviewed by the requesting Central Authority
- This application complies with the requirement of the Convention (Article 12(2)). The information contained in this application and the attached documents correspond to and are in conformity with the information and documents provided by the applicant to the requesting Central Authority. The application is forwarded by the Central Authority on behalf of and with the consent of the applicant

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Status of Application Report – Article 12¹

(Application for Modification of a Decision)

(Article 10(1) e) Article 10(1) f) Article 10(2) b) Article 10(2) c))

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40.

<p>1. Requested Central Authority</p> <p>a. Address</p> <p>b. Telephone number</p> <p>c. Fax number</p> <p>d. E-mail</p> <p>e. Reference number</p>	<p>2. Contact person in Requested State</p> <p>a. Address (if different)</p> <p>b. Telephone number (if different)</p> <p>c. Fax number (if different)</p> <p>d. E-mail (if different)</p> <p>e. Language(s)</p>
<p><input type="checkbox"/> First Report / <input type="checkbox"/> Subsequent Report – Date of last Report: _____ (dd/mm/yyyy)</p>	

3. File identification

a. Requesting Central Authority file reference number: _____

b. Family name(s) of applicant: _____

c. Family name(s) of the person(s) for whom maintenance is sought or payable: _____

d. Family name(s) of debtor: _____

4. Status of the application for modification 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 modification (name)

(address) _____

(reference number) _____

¹ The Status of Application Report can be used for the purpose of Article 12(3), (4) and (5). If the Report is being used to provide updates, only include additional information that was not included in the previous reports.

- b. On or by _____ (dd/mm/yyyy) the competent authority is due to issue a decision
 - c. On _____ (dd/mm/yyyy) the competent authority issued a decision modifying a decision for maintenance (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant; statement of enforceability attached; statement of proper notice attached)
 - d. On _____ (dd/mm/yyyy) the competent authority has decided against modifying a decision for maintenance (decision attached for information purposes only; service or notice of the decision has been effected on the applicant (certificate of service* attached if applicable); service or notice of the decision will be effected on the applicant)
 - e. On _____ (dd/mm/yyyy) the respondent has lodged a challenge or an appeal against the decision modifying the decision for maintenance
 - f. On _____ (dd/mm/yyyy) the decision to modify a decision for maintenance is final
 - g. Application is still pending before the Central Authority
5. The following steps have been taken (past):
- a. Debtor / creditor located
 - b. Debtor / creditor contacted for settlement
 - c. Voluntary payment secured (no enforcement measures were necessary) (documentation attached if applicable)
 - d. Information concerning the financial circumstances of the debtor / creditor gathered
 - e. Assets of the debtor located
 - f. Enforcement and other measures initiated
 - Provisional measures
 - Wage withholding
 - Garnishment from bank account or other sources
 - Deductions from social security payments
 - Lien on or forced sale of property
 - Tax refund withholding
 - Withholding or attachment of pension benefits
 - Credit bureau reporting
 - Denial, suspension or revocation of licenses or passport
 - Mediation, conciliation or similar processes
 - Seizure of lottery or gambling winnings
 - Prohibition from leaving the requested State
 - Incarceration
 - Other: _____
 - g. Payments were secured (enforcement measures were necessary)
 - h. Record of payments made by the debtor as of _____ (dd/mm/yyyy) attached
 - i. Other: _____

* For example, a certificate issued under domestic law or, where appropriate, a certificate issued under an international instrument.

6. The following steps are being taken (present):
- a. Locating the debtor / creditor
 - b. Contacting the debtor / creditor for settlement
 - c. Securing voluntary payment (no enforcement measures are necessary)
 - d. Gathering of information concerning the financial circumstances of the debtor / creditor
 - e. Locating the assets of the debtor
 - f. Initiating enforcement measures
 - g. Securing payments (enforcement measures are necessary)
 - h. Other: _____
7. The following steps will be taken (future):
- a. Debtor / creditor to be located
 - b. Debtor / creditor to be contacted for settlement
 - c. Voluntary payment to be sought (no enforcement measures will be necessary)
 - d. Information to be gathered concerning the financial circumstances of the debtor / creditor
 - e. Assets of the debtor to be located
 - f. Enforcement measures to be initiated
 - g. Payments to be sought (enforcement measures will be necessary)
 - h. Other: _____
8. Please provide the following additional information and / or documentation:

9. The requested Central Authority has refused to process the application for the following reason(s):
- a. Requesting Central Authority did not produce the additional documents or information within the period provided under Article 12(9)
 - b. Requirements of the Convention manifestly not fulfilled (reasons attached)
10. The competent authority has refused to modify the decision for the following reason(s):
- a. Application contrary to Article 18
 - b. Other requirements of the Convention not fulfilled
 - c. Debtor / creditor not located in the requested State
 - d. Other: _____

Name: _____ (in block letters)
Authorised representative of the Central Authority

Date: _____
(dd/mm/yyyy)

Annexe E

Formulaire relatif à la situation financière

* * *

Annex E

Financial Circumstances Form

Financial Circumstances Form

N.B. Sections II to VI should be completed only as necessary for the purposes of the application to which this form is attached and to the best of the applicant’s knowledge. When completing the Financial Circumstances Form, please consult Country Profile of the requested State to verify what information is required for a specific application.

CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE

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

An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.

A determination of non-disclosure has been made by a Central Authority in accordance with Article 40. If this box is ticked, information under items V.D. 2, 4, 6, 8, 10, 12, 14 and 16 and VI.D. 9 and II should only be provided in the Restricted Information on the Applicant page of this form.

I. REFERENCE INFORMATION

<p>1. Requesting Central Authority</p> <p>a. Address</p> <p>b. Telephone number</p> <p>c. Fax number</p> <p>d. E-mail</p> <p>e. Reference number</p>	<p>2. Contact person in Requested State</p> <p>a. Address (if different)</p> <p>b. Telephone number (if different)</p> <p>c. Fax number (if different)</p> <p>d. E-mail (if different)</p> <p>e. Language(s)</p>
--	--

3. The applicant, _____ (family name(s) and given name(s)), born _____ (dd/mm/yyyy), is: creditor, representative of the person(s) for whom maintenance is sought or payable, or debtor

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

- Establishment of a decision (Art. 10(1) *c*) and *d*)
(Complete all sections)
- Recognition or recognition and enforcement of a decision (Art. 10(1) *a*)
(Complete sections III and IV)
- Enforcement of a decision made or recognised in the requested State (Art. 10(1) *b*)
(Complete sections III and IV)
- Modification of a decision (Art. 10(1) *e*) and *f*) and (2) *b*) and *c*)
(Complete all sections)
- Applying for legal assistance (Art. 17 *a*)
(Complete sections II, V and VI if the applicant is the person identified under II)
(Complete sections III, V and VI if the applicant is the person identified under III)

5. Unless otherwise specified, the currency (ISO code) used to complete this form and, if applicable, the exchange rate (and date of exchange rate) if the amounts are converted into the currency of the requested State is: _____ (dd/mm/yyyy)

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

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

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 provider <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 <input type="checkbox"/> Public body <input type="checkbox"/> Other person (see the application)	
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	

B. Information about creditor’s dependents

Family name(s) Given name(s)	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 other member of the household contributing to the expenses of the household

1. Family name(s), given name(s)	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. The person identified above 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). As of _____ (dd/mm/yyyy) the total amount paid is: _____; and the total amount outstanding is: _____ (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 <input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Child <input type="checkbox"/> Other person	
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

Family name(s) Given name(s)	Age	Relationship to debtor	Subject of this application?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Information about current spouse or partner of debtor other member of the household contributing to the expenses of the household

1. Family name(s), given name(s)	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. The person identified above 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). As of _____ (dd/mm/yyyy) the total amount paid is: _____; and the total amount outstanding is: _____ (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 number)
3. Other real estate – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	4. (location and / or registration number, description)
5. Motor vehicle(s) – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	6. (location and / or registration number, model, year)
7. Caravans/boats – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	8. (location and / or registration number, model, year)
9. Furniture and household effects – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	10. (location and description)
11. Bank account(s)	12. (institution(s) and account number(s))
13. Life insurance and buy back value	14. (insurance company, policy number)
15. Other assets* – Value:	16. (institution(s) and account number(s))

* Please list specifically each additional item.

B. Value of debtor’s debts

Credit provider	Amount	Payment rate	Encumbered property
1.			
2.			
3.			
4.			

V. FINANCIAL STATEMENT OF THE APPLICANT

Please specify currency used to complete the following tables: _____

A. Applicant’s gross income

1. <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant’s current spouse/partner	Child(ren) for whom maintenance is sought or payable	Other persons for whom maintenance is sought or payable
2. Gross salary (incl. payments in kind)				
3. Income from non-salaried occupations				
4. Pensions, disability pensions, alimonies, allowances, annuities				
5. Unemployment benefits				
6. Income from securities/floating capital				
7. Income from real property				
8. Public assistance				
9. Other sources of income *				
10. TOTAL				

B. Applicant’s income deductions

1. <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant’s current spouse/partner	Child(ren) for whom maintenance is sought or payable	Other persons for whom maintenance is sought or payable
2. National/Federal tax				
3. State/Provincial tax				
4. City/Local tax				
5. Insurance premiums				
6. Mandatory pension contributions				
7. Union/professional dues				
8. Other deductions *				
9. TOTAL				

* Please list specifically each additional item.

C. Applicant's expenses

1. <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	Applicant	Applicant's current spouse/partner	Child(ren) for whom maintenance is sought or payable	Other persons for whom maintenance is sought or payable
2. Rent or mortgage				
3. Household costs				
4. Food and house supplies				
5. Clothing				
6. Medical/dental/optical fees				
7. Maintenance paid				
8. Insurance (other than under Part V.B)				
9. Transportation expenses				
10. Child care				
11. Education for children				
12. Extracurricular activities for children				
13. Yearly savings				
14. Debt-repayment				
15. Other expenses *				
16. TOTAL				

D. Value of applicant's assets¹

1. House – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	2. (location and / or registration number)
3. Other real estate – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	4. (location and / or registration number, description)
5. Motor vehicle(s) – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	6. (location and / or registration number, model, year)
7. Caravans/boats – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	8. (location and / or registration number, model, year)
9. Furniture and household effects – Market value: Ownership: <input type="checkbox"/> self <input type="checkbox"/> joint (specify): _____	10. (location and description)
11. Bank account(s)	12. (institution(s) and account number(s))
13. Life insurance and buy back value	14. (insurance company, policy number)
15. Other assets * – Value:	16. (institutions and account numbers)

¹ Do not complete this table if the person identified under III is the applicant as this information would be the same as the one found under Section IV.A.

* Please list specifically each additional item.

E. Value of applicant’s debts²

Credit provider	Amount	Payment Rate	Encumbered property
1.			
2.			
3.			
4.			

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:

D. Insurance coverage

Coverage provided by:	For child(ren)	For creditor	
1. Creditor	<input type="checkbox"/>	<input type="checkbox"/>	9. Creditor’s Insurance Company: Policy number:
2. Debtor	<input type="checkbox"/>	<input type="checkbox"/>	
3. State Medicare	<input type="checkbox"/>	<input type="checkbox"/>	10. Debtor’s Insurance Company: Policy number:
4. Creditor’s employer	<input type="checkbox"/>	<input type="checkbox"/>	
5. Debtor’s employer	<input type="checkbox"/>	<input type="checkbox"/>	11. Other Insurance Company: Policy number:
6. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
7. Unknown	<input type="checkbox"/>	<input type="checkbox"/>	Policy number:
8. No coverage	<input type="checkbox"/>	<input type="checkbox"/>	

This Financial Circumstances Form was completed by the applicant and reviewed by the requesting Central Authority.

The information contained in this Financial Circumstances Form corresponds to and is in conformity with the information and documents provided by the applicant to the requesting Central Authority. The Financial Circumstances Form is forwarded by the Central Authority on behalf of and with the consent of the applicant.

Name: _____ (in block letters)
 Authorised representative of the Central Authority

Date: _____
 (dd/mm/yyyy)

² Do not complete this table if the person identified under III is the applicant as this information would be the same as the one found under Section IV.B.

Restricted Information on the Applicant

Financial Circumstances Form

N.B. The requesting Central Authority has determined that information under items V.D. 2, 4, 6, 8, 10, 12, 14 and 16 and VI.D. 9 and 11 on this page shall not be disclosed or confirmed for the protection of the health, safety or liberty of a person. Such a determination shall according to Article 40(2) be taken into account by the requested Central Authority.

1. Requesting Central Authority file reference number: _____

V.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. Bank account(s)	12. (institution(s) and account number(s))
13. Life insurance and buy back value	14. (insurance company, policy number)
15. Other assets * – Value:	16. (institution(s) and account number(s))

VI.D. Insurance coverage

9. Creditor's Insurance Company: Policy number:	11. Other Insurance Company: Policy number:
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- This Financial Circumstances Form was completed by the applicant and reviewed by the requesting Central Authority**
- The information contained in this Financial Circumstances Form corresponds to and is in conformity with the information and documents provided by the applicant to the requesting Central Authority. The Financial Circumstances Form is forwarded by the Central Authority on behalf of and with the consent of the applicant**

Name: _____ (in block letters)
 Authorised representative of the Central Authority

Date: _____
 (dd/mm/yyyy)

* Please list specifically each additional item.