

ANNEX "A"

STANDARD REQUEST FORM FOR RENTAL ADVANCE FOR USE BY UNDP COUNTRY OFFICES

A. RENTAL ADVANCE REQUEST FORM

1. Amount requested (select the appropriate boxes):
 - New Advance
 - Renewal Advance
 - Local Currency: _____
 - Convertible Currency (US\$): _____

 2. Rent Period: From: _____ To: _____
 - Attach a copy of the lease agreement

 3. Type of Contract: _____ Expiration Date: _____

 4. Present monthly net take-home pay: _____

 5. Repayment schedule (# of monthly installments): _____
- Note: recoveries are to made locally from the staff member over the period for which the rent is advanced and may not exceed 12 months or the duration of the staff member's appointment, whichever is less.
6. Amount to be recovered per month: _____

 7. Date and details of previous rental advance: _____

B. WRITTEN UNDERTAKING

In accordance with the provisions of Staff Rule 103.18 (b) (iii) or 203.13 (a) (iii), I hereby authorize UNDP to deduct from my salary or from my final entitlements any monies that may be necessary to satisfy the payment in full of any rental advance due the organization. Should the final entitlements be insufficient to repay all monies due the organization, I understand that I am responsible for the remaining monies due and promise to repay them.

(Name of staff member)

(Signature of staff member)

(Date)

(Approved by: Name of RR/
Head of Country Office)

(Signature of RR/Head of
Country Office)

(Date)