**HR MINI MASTER REGISTRATION FORM**

NOTE: This form is to be used by non-staff individuals including meeting participants and staff administered by other agencies.

**Instructions:**

1. Please answer each field completely. Note **BOLD** fields are Mandatory.
2. Complete SECTIONS A (page 1), B and C (both on page 2).
3. Please attach a legible scanned copy (JPG or PDF, max. 2MB size) of the main biodata/picture page of your valid travelling passport. Kindly note that this document and your passport **must** be submitted together.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***SECTION A – General Data*** | | | | | |  |
| **Title** (Mr. or Ms.): | |  | | | |  |
| **First Name** (as in Passport): | |  | | | |  |
| Middle Name (as in Passport): | |  | | | |  |
| **Last Name** (as in Passport): | |  | | | |  |
| **Have you worked with the UN in the past?** | | Yes  No | **If yes, please provide Index Number** | |  |  |
| **Date of Birth** (dd/mm/yyyy): | |  | | | |  |
| **Place of Birth** (Country)**:** | |  | (City): | |  |  |
| **Gender:** | | Male  Female | | | |  |
| **Nationality:** | |  | | | |  |
| **Email Address**: | |  | | | |  |
| **Telephone Number**: | |  | | | |  |
| **Address**: | |  | | | |  |
|  |  | | |  | |  |
| **(City)** | **(Zip Code)** | | | **(Country)** | |  |
| **Passport ID Number:** | |  | | | |  |
| **Passport Date of Issue** (dd/mm/yyyy)**:** | |  | **Passport Valid to date** | |  |  |
| **Passport Place of Issue:** | |  | | | |  |
| **Passport Country of Issue:** | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **CITY of departure and return**  **(for the United Nations to locate the closest International Airport as per travel rules and regulations):** | |  | | | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Part B – Banking Data*** | | | | | | | | | |
| **Account Title:** | |  | | | | | | | (Refer #1 page 3) |
| **Currency of payment:** | |  | | | | | | | (Refer #2 page 3) |
| **Name of Bank:** | |  | | | | | | |  |
| **Address of Bank:** | |  | | | | | | |  |
|  | |  | |  | | |  | |  |
|  | | (City) | | (Zip Code) | | | (Country) | |  |
| **Bank ID number:** | |  | | | | | | | (Refer #3 page 4) |
| **Account # or IBAN:** | |  | | | | | | |  |
| **Currency of Account:** | |  | | | | | | |  |
| **Type of Account:** | | Checking | | OR | | | Savings | | (Refer #4 page 6) |
| **Routing Instructions** | |  | | | | | | | (Refer #5 page 6) |
| **TAX ID** (only for Argentina, Brazil, Chile, Colombia and Venezuela) | |  | | | | | | |  |
| ***Part C – Certification by Non Staff/External Individual*** | | | | | | | | | |
| **Full Name:** |  | | | | | | | | |
| **By checking this box I certify that the above information is accurate:** | | | | |  | **Date (dd/mm/yyyy):** | |  | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| ***Part D – To be filled by the United Nations Staff Member (HR Mini Master Administrator)*** | | | | | | | | | |
| Personnel Subarea (Duty Station) of engagement/meeting: | | |  | | | | |  | |
| Personnel Area (Country) of engagement/meeting: | | |  | | | | |  | |
| Effective date (dd/mm/yyy): | | |  | | | | |  | |
| Name & Signature  (HR Mini Master Administrator) | | |  | | | | |  | |
| Date (dd/mm/yyyy): | | |  | | | | |  | |

**INSTRUCTIONS TO FILL IN THE HR MINI MASTER REGISTRATION FORM**

**#1 BANK ACCOUNT TITLE**

You should have an account in your name or a joint account maintained by yourself and no more than one other person. Please note that deposits will not be made to bank accounts without the name of the staff member.

**#2 CURRENCY OF PAYMENTS**

**If you wish to receive your salary payments in US dollars into an account in the USA**

* Accounts at banks in the USA. If your bank is a member of ACH network, the full amount will be credited into your bank account without a deduction of bank charges.
* Please obtain the ABA routing number of your bank. The ABA routing number may be obtained from your personal cheque. It is the first nine-digit number at the bottom left corner of your personal cheque. You may wish to send us a copy of your voided cheque for verification of the ABA routing number.
* Accounts at non-bank financial institutions in the USA A few staff members have asked us to transfer payments into their accounts at non-bank financial institutions such as investment firms or brokerage houses. The United Nations may make payments to non-bank financial institutions. It is the responsibility of a staff member to provide complete and unambiguous payment instructions. Please note that there are two types of payments: ACH payments (direct deposits) and wire transfers. Some non-bank institutions may have different ABA routing numbers for ACH and wire transfers. Please obtain complete payment instructions from your financial institution

**If you wish to receive your separation payments in US dollars into an account outside of USA**

* If you are entitled to, separation payments denominated in US dollars may be transferred to bank accounts outside of USA. US dollar payments are currently made from JP Morgan Chase Bank, New York. Cross-border payments are routed through an intermediary bank or intermediary banks. To avoid errors, delays, or expensive bank fees, it is recommended to contact your bank to find out if there is a preferred method for sending US dollar payments to your bank account. Identification of the correspondent bank in the USA of your own bank is helpful to route your payment accurately with minimum intermediary bank charges. Please refer #6 for routing instructions.
* (Currency conversion) If your bank account is not in US dollars, US dollar payments may be converted automatically into the local currency by receiving banks. Unfavorable exchange rates may be applied that are different from the UN exchange rates. Please consult your local bank regarding their procedures and charges.
* (Bank charges) While JP Morgan Chase Bank, New York does not deduct any bank charges, your bank or intermediary banks may deduct service fees from incoming remittances. Please note that the United Nations does not reimburse bank fees deducted by your bank or by intermediary banks.

**If you wish to receive your salary payments in a currency other than US dollars**

* UNHQ Treasury makes separation payments in currencies other than US dollars. Presently payments in the following currencies are made in the respective countries. You should have a bank account in a country of your designated currency.
* EUR (Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain), AUD (Australia), CAD (Canada), CHF (Switzerland), DKK (Denmark), GBP (UK), INR (India), JPY (Japan), NZD (New Zealand), NOK (Norway), SEK (Sweden)
* UN official rates of exchange will be applied to calculate your payment if you designate any currency other than US dollars for payment. Please note that separation payments in currencies not listed above may be made through other UN Agencies at other duty stations. Details may be obtained from the Payroll Section, UNHQ.

**#3 BANK ID NUMBER AND ACCOUNT NUMBER**

It is the responsibility of the staff member to provide us with complete and unambiguous payment instructions. For the cross-border payment, you may wish to include the BIC code (SWIFT number) of your bank.

The account number formats for some countries are provided below.

USA ABA Number (9 digits) + Account Number

Australia: BSB Number (3 digit + 3 digit) + Account Number

Canada: Transit Number (5 digits + 3 digits) + Account Number

Russia Bank Number (8 digits) + Account Number

Since the introduction of euro, many European banks are adopting IBAN as a new standard format to indicate the account numbers. A table below shows the IBAN structures.

IBAN (International bank Account Number)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country** | **Total Digits** | **Country Code** | **Check Digits** | **Bank Code** | **Branch Code** | **Account Number** | **Check Digits** |
| **Albania** | **28 digits alpha numeric number** | AL (2a) | 2n | 3n | 5n | 16an |  |
| **Andorra** | **24 digits alpha numeric number** | AD (2a) | 2n | 4n | 4n | 12an |  |
| **Austria** | **20 digits alpha numeric number** | AT (2a) | 2n | 5n | 11n |  |  |
| **Azerbaijan** | **28 digits alpha numeric number** | AZ (2a) | 2n | 4a |  | 20an |  |
| **Bahrain** | **22 digits alpha numeric number** | BH (2a) | 2n | 4a |  | 14an |  |
| **Belgium** | **16 digits alpha numeric number** | BE (2a) | 2n | 3n | 7n | 2n |  |
| **Bosnia and H** | **20 digits alpha numeric number** | BA (2a) | 2n | 3n | 3n | 8an | 2n |
| **Brazil** | **29 digits alpha numeric number** | BR (2a) | 2n | 8n | 5n | 10an | 2an |
| **Bulgaria** | **22 digits alpha numeric number** | BG (2a) | 2n | 4a | 4n | 2n+8an |  |
| **Costa Rica** | **21 digits alpha numeric number** | CR (2a) | 2n | 3n |  | 14n |  |
| **Croatia** | **21 digits alpha numeric number** | HR (2a) | 2n | 7n |  | 10n |  |
| **Cyprus** | **28 digits alpha numeric number** | CY (2a) | 2n | 3n | 5n | 16an |  |
| **Czech** | **24 digits alpha numeric number** | CZ (2a) | 2n | 4n | 6n | 10n |  |
| **Denmark** | **18 digits alpha numeric number** | DK (2a) | 2n | 4n | 9n | 1n |  |
| **Dominican R.** | **28 digits alpha numeric number** | DO (2a) | 2n | 4a |  | 20n |  |
| **Estonia** | **20 digits alpha numeric number** | EE (2n) | 2n | 2n | 2n | 11n | 1n |
| **Finland** | **18 digits alpha numeric number** | FI (2a) | 2n | 6n | 7n | 1n |  |
| **Country** | **Total Digits** | **Country Code** | **Check Digits** | **Bank Code** | **Branch Code** | **Account Number** | **Check Digits** |
|  |  |  |  |  |  |  |  |
| **France** | **27 digits alpha numeric number** | FR (2a) | 2n | 5n | 5n | 11an | 2n |
| **Georgia** | **22 digits alpha numeric number** | GE (2a) | 2n | 2a |  | 16n |  |
| **Germany** | **22 digits alpha numeric number** | DE (2a) | 2n | 8n | 10n |  |  |
| **Gibraltar** | **23 digits alpha numeric number** | GI (2a) | 2n | 4a | 15an |  |  |
| **Greece** | **27 digits alpha numeric number** | GR (2a) | 2n | 3n | 4n | 16an |  |
| **Guatemala** | **24 digits alpha numeric number** | GT (2a) | 2n | 4a |  | 20an |  |
| **Hungary** | **28 digits alpha numeric number** | HU (2a) | 2n | 3n | 4n + 1n | 15n | 1n |
| **Iceland** | **26 digits alpha numeric number** | IS (2a) | 2n | 4n | 2n | 6n + 10n |  |
| **Ireland** | **22 digits alpha numeric number** | IE (2a) | 2n | 4a | 6n | 8n |  |
| **Israel** | **23 digits alpha numeric number** | IL (2a) | 2n | 3a | 3n | 13n |  |
| **Italy** | **27 digits alpha numeric number** | IT (2a) | 2n+1a | 5n | 5n | 12n |  |
| **Jordan** | **30 digits alpha numeric number** | JO (2a) | 2n | 4a | 4n | 18an |  |
| **Kazakhstan** | **20 digits alpha numeric number** | KZ (2a) | 2n | 3n |  | 13an |  |
| **Kuwait** | **30 digits alpha numeric number** | KW (2a) | 2n | 4a |  | 22an |  |
| **Kosovo** | **20 digits alpha numeric number** | XK (2a) | 2n | 4n |  | 10n | 2n |
| **Latvia** | **21 digits alpha numeric number** | LV (2a) | 2n | 4a | 13an |  |  |
| **Lebanon** | **28 digits alpha numeric number** | LB (2a) | 2n | 4an |  | 20an |  |
| **Liechtenstein** | **21 digits alpha numeric number** | LI (2a) | 2n | 5n |  | 12an |  |
| **Lithuania** | **20 digits alpha numeric number** | LT (2a) | 2n | 5n |  | 11n |  |
| **Luxembourg** | **20 digits alpha numeric number** | LU (2a) | 2n | 3n | 13an |  |  |
| **Macedonia** | **19 digits alpha numeric number** | MK (2a) | 2n | 3n |  | 10an | 2n |
| **Malta** | **31 digits alpha numeric number** | MT (2a) | 2n | 4a | 5n | 18an |  |
| **Mauritania** | **27 digits alpha numeric number** | MR (2a) | 2n | 5n | 5n | 11n | 2n |
| **Mauritius** | **30 digits alpha numeric number** | MU (2a) | 2n | 6an | 2n | 12n | 6an |
| **Moldova** | **24 digits alpha numeric number** | MD (2a) | 2n | 2an |  | 18an |  |
| **Monaco** | **27 digits alpha numeric number** | MC (2a) | 2n | 5n | 5n | 11an | 2n |
| **Montenegro** | **22 digits alpha numeric number** | ME (2a) | 2n | 3n |  | 13n | 2n |
| **Netherlands** | **18 digits alpha numeric number** | NL (2a) | 2n | 4a | 10n |  |  |
| **Norway** | **15 digits alpha numeric number** | NO (2a) | 2n | 4n | 6n | 1n |  |
| **Pakistan** | **24 digits alpha numeric number** | PK (2a) | 2n | 4a |  | 16an |  |
| **Palestine** | **29 digits alpha numeric number** | PS (2a) | 2n | 4a |  | 21an |  |
| **Poland** | **28 digits alpha numeric number** | PL (2a) | 2n | 4n | 4n | 16an |  |
| **Portugal** | **25 digits alpha numeric number** | PT (2a) | 2n | 4n | 4n | 11n | 2n |
| **Romania** | **24 digits alpha numeric number** | RO (2a) | 2n | 4a |  | 16an |  |
| **Qatar** | **29 digits alpha numeric number** | QA (2a) | 2n | 4a |  | 21an |  |
| **San Marino** | **27 digits alpha numeric number** | SM (2a) | 2n | 1a+5n | 5n | 12an |  |
| **Sandi Arabia** | **24 digits alpha numeric number** | SA (2a) | 2n | 2n |  | 18an |  |
| **Serbia** | **22 digits alpha numeric number** | RS (2a) | 2n | 3n |  | 13n | 2n |
| **Slovak R.** | **24 digits alpha numeric number** | SK (2a) | 2n | 4n | 6n | 10n |  |
| **Slovenia** | **19 digits alpha numeric number** | SI (2a) | 2n | 5n |  | 8n | 2n |
| **Spain** | **24 digits alpha numeric number** | ES (2a) | 2n | 4n | 4n+2n | 10n |  |
| **Sweden** | **24 digits alpha numeric number** | SE (2a) | 2n | 3n |  | 16n | 1n |
| **Switzerland** | **21 digits alpha numeric number** | CH (2a) | 2n | 5n |  | 12an |  |
| **Timor-Leste** | **23 digits alpha numeric number** | TL (2a) | 2n | 3n |  | 14n | 2n |
| **Tunisia** | **24 digits alpha numeric number** | TN (2a) | 2n | 2n | 3n | 13n | 2n |
| **Turkey** | **26 digits alpha numeric number** | TR (2a) | 2n | 5n+1n |  | 16an |  |
| **UAE** | **23 digits alpha numeric number** | AE (2a) | 2n | 3n |  | 16n |  |
| **U.K.** | **22 digits alpha numeric number** | GB (2a) | 2n | 4a | 6n | 8n |  |
| **B. Virgin Is** | **24 digits alpha numeric number** | VG (2a) | 2n | 4a |  | 16an |  |
|  |  |  |  |  |  |  |  |

**#4 TYPE OF ACCOUNT (necessary if you wish to receive US dollar payments into an account in USA)**

For purpose of processing direct deposits (ACH payments), bank accounts in the USA are classified either as checking or savings. If you wish to receive your salary payments to an account in the USA, please find out from your financial institution the type of your account for purpose of receiving direct deposits (ACH payments).

**#5 ROUTING INSTRUCTIONS (if you wish to receive US dollar payments into an account outside USA)**

The United Nations will make cross-border payments to send US dollar payments into your bank accounts outside of USA. Providing us complete and unambiguous payment routing information will help us to make your payments on time with minimum bank charges. While this information is not a requirement to complete the form, we recommend that you supply this information after obtaining guidance from your bank. It may be helpful for your banker to note that the United Nations makes US dollar payments from JP Morgan Chase Bank, New York. Please find out from your bank the name of the correspondent bank of your bank in the USA. The routing instruction should be as specific as possible to minimize fees.