

## Application for the Extended Parental Allowance

1<sup>st</sup> Application

Change of circumstances



- ▶ The Extended Parental Allowance may be claimed until the child completes the age of 6.
- ▶ Please read the information in table 5 before completing the form.

### Identification of the allowance beneficiary(beneficiaries)<sup>1</sup>

#### 1.1. Mother/Person treated as such

Full name

Social Security Identification Number

Taxpayer Number

Birth date

 -  -   
year month day

Mobile phone/Phone no.

Email

#### 1.2. Father/Person treated as such

Full name

Social Security Identification Number

Taxpayer Number

Birth date

 -  -   
year month day

Mobile phone/Phone no.

Email

<sup>1</sup> If this application is submitted by the legal representative(s) of the allowance beneficiary (beneficiaries), please complete the continuation sheet of this application form - RP 5096/1.

### Information for the Extended Parental Allowance granting

Please indicate the periods of absence from work corresponding to the selected options (please tick one of the following options):

#### Mother/person treated as such

Extended Parental Leave taken in a single period

from  -  -  to  -  -  =   
year month day year month day no.of days

Extended Parental Leave taken in a single period of 3 months, accumulated with part-time work

from  -  -  to  -  -  =   
year month day year month day no.of days

Extended Parental Leave interspersed with part-time work periods

from  -  -  to  -  -  =   Full time  Part-time  
year month day year month day no.of days

from  -  -  to  -  -  =   Full time  Part-time  
year month day year month day no.of days

from  -  -  to  -  -  =   Full time  Part-time  
year month day year month day no.of days

## Information for the Extended Parental Allowance granting (continuation)

2

### Father/person treated as such

Extended Parental Leave taken in a single period

from -- to -- =   
year month day year month day no. of days

Extended Parental Leave taken in a single period of 3 months, accumulated with part-time work

from -- to -- =   
year month day year month day no. of days

Extended Parental Leave interspersed with part-time work periods

from -- to -- =   Full time  Part-time  
year month day year month day no. of days

from -- to -- =   Full time  Part-time  
year month day year month day no. of days

from -- to -- =   Full time  Part-time  
year month day year month day no. of days

3

## Identification of the descendant/person treated as such

Full name

Social Security Identification Number

Birth date

--  
year month day

4

## Statements

I am aware that:

- ▶ I must inform the Social Security service of any event that gives rise to the termination of the benefit granting within 5 working days from the date of its verification;
- ▶ false statements are punished according to the law.

I declare that the information I have provided is complete and true.

Date

--  
year month day

Signature of the mother/person treated as such,  
or legal representative

Signature of the applicant or of another person on her behalf (signature of another person when the applicant cannot or does not know how to sign) according to a valid identification document.

Date

--  
year month day

Signature of the father/person treated as such,  
or legal representative

Signature of the applicant or of another person on his behalf (signature of another person when the applicant cannot or does not know how to sign) according to a valid identification document.

## Information

Please see the continuation sheet attached to this application form - RP 5096/2, for information on the allowance granting/completion instructions.



### Documents to submit

- ▶ Identification Form - RV 1017, if the allowance beneficiary does not have a Social Security Identification Number;
- ▶ Continuation Sheet - RP 5096/1, if the applicant is the beneficiary's legal representative.



### Bank account

The payment of all your current or future benefits/allowances or pensions will be made by bank transfer to the IBAN (International Bank Account Number) registered in the Social Security Information System.

If you have not registered your IBAN yet or if you want to update it, you can do so:

- ▶ through the Social Security Online Service (*Segurança Social Direta*) at [www.seg-social.pt](http://www.seg-social.pt).
- ▶ at the Social Security Customer Information Services, by submitting the Application form MG14 – IBAN Registration or Change (*Requerimento de Registo ou Alteração de IBAN*).

If the IBAN registered is incorrect or if you do not have an IBAN registered in the system, the payment of all your current or future benefits/allowances or pensions will be made using the payment method that is registered in the Social Security information system.



### Forms

The forms are available on the Social Security Online Service (*Segurança Social Direta*) at [www.seg-social.pt](http://www.seg-social.pt) and in the Social Security Customer Information Services.



### Where to submit the documents and time limits for the submission

The application must be submitted within six months from the date of the event that determines the protection:

- ▶ in person, at the Social Security Customer Information Services, or sent by post;
- ▶ through the Social Security Online Service (*Segurança Social Direta*) at [www.seg-social.pt](http://www.seg-social.pt), completing the online application.

All the references made in this form to the “mother” and “father” are considered to be references to the holders of parental rights, except those resulting from their biological condition.

## Data protection



The collected personal data will be processed by the competent Social Security services (*Instituto da Segurança Social, I.P., Instituto da Segurança Social dos Açores, I.P.R.A and Instituto de Segurança Social da Madeira, IP-RAM*) and will be kept for the period necessary to fulfil their intended purpose.

These Social Security services are committed to protecting your personal data and to fulfilling their obligations within the scope of data protection.

For further information on data protection, please consult the Social Security Online Service (*Segurança Social Direta*) at [www.seg-social.pt](http://www.seg-social.pt).

**To be completed by the Social Security services**

I confirm that the signature of the  applicant(s)  person(s) that signed on the applicant(s) behalf is/are in accordance with the following identification document:

**Mother/person treated as such, or legal representative**

Citizen Card  Identity Card  Passport  Other

Number

Valid until

-  -   
year month day

**Signature and stamp**

**Father/person treated as such, or legal representative**

Citizen Card  Identity Card  Passport  Other

Number

Valid until

-  -   
year month day

**Signature and stamp**