

Important information – please read before completing the claim form

- You must report your claim to LG not later than 4 months after your employer was ordered bankrupt, or not later than 6 months after your employer ceased operating and became insolvent. On the death of your employer; as soon as possible.
- In order for LG to be able to pay your salary etc. for your notice period, you must actively seek employment throughout your notice period.
- Please remember to enclose **copies** of the following with your claim form:
 - Your employment contract and notice of termination.
 - Your last 6 payslips.
 - If you are also owed holiday pay, you should also enclose payslips for the period for which you are owed holiday pay.
 - Statement from your pension provider if you are owed employer pension contributions. The statement must show the last pension payments made by your employer. If your pension is with a bank, then you must also enclose a copy of your pension policy.
 - If you are entitled to any allowances, overtime pay, bonuses or the like, then you should also enclose copies of agreements proving your entitlement.
 - If you do not have a personal identification number (a Danish CPR no), we need information about your date of birth and a copy of your passport.

How-to guide

- Complete the claim form on your computer
- Print and sign the claim form
- Scan the completed and signed claim form and your documentation of the amounts you are claiming for.
- Send the claim form and documentation to:
Lønmodtagernes Garantifond (LG) using the contact form at www.lifeindenmark.dk/lg.

Alternatively, you can send your claim form and a copy of your documentation by post to:

**Lønmodtagernes Garantifond
Kongens Vænge 8, DK-3400 Hillerød**

Phone +45 48 20 49 17 - www.lifeindenmark.dk/lg

The Employees' Guarantee Fund (LG) Claim

To be completed if you are owed pay, holiday pay or pension contributions for work you have performed
AND if you have also not received pay etc. during your notice period.

You (claimant)

Your Danish Civil Registration Number (CPR no.)

-

Tel.: _____

E-mail: _____

Bank details: _____

Name: _____

Street: _____ House/flat no.: _____

Postcode: _____ Town/City: _____

Country: _____

If you do not have Nemkonto, you need to fill out your international banking details: The name of the Bank, the country and the bank codes, e.g. BIC (Bank Identifier Code) and IBAN (International Bank Account Number). Contact your bank if in doubt.

I hereby certify by my signature that:

I relinquish my claim against my former employer/employer's insolvent estate to LG insofar as I receive payments from LG.

I have provided information on the claim form as a written declaration to a public authority; see Section 163 of the Danish Penal Code.

Date _____

Your (claimant's) signature

If a trade union, unemployment insurance fund or legal representative is handling your claim, you must authorise them to act on your behalf by signing here:

I hereby irrevocably authorise my trade union/unemployment insurance fund/legal representative (authorisee) as stated below to act on my behalf:

Name: _____

Address: _____

Direct. tel. no.

Tel. no.: _____

CVR no (company reg. no.).

The authorisation comprises:

- the right to serve my interests and receive any payments
- access to online details of LG payments

Your (claimant's) signature

Your employer

The company's CVR no.: Company's name: _____

Employer's name: _____ Address: _____

Were you a member of the management / board of directors of the company? Yes No

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

If 'Yes', period from _____ to _____

Were you an **ordinary** member of the board (not employee representative)? Yes No

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

If 'Yes', period from _____ to _____

Do you or your next of kin hold shares in the company? Yes No

If 'Yes', please state the names of the shareholders and how you are related to each other:

What is the percentage split of the shares in the company?

Your employment

Your **employment status**: Salaried/non-manual worker Quasi-salaried Manual worker/paid by the hour Trainee

If you were employed under a collective agreement, please state which: _____

Your position/job title: _____

Contracted weekly hours of work: Hourly pay: DKK or Monthly pay: DKK

If you are a manual worker and you work according to timetable 8-8-8-5, please tick off:

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

Starting date of your employment: _____ Termination date: _____

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

Date of last day of work: _____ Date from which you were laid off: _____

If you did the majority of your work in Denmark, please tick off If not, please state country: _____

Did you resign from your employment? Yes No

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

Have you worked for the insolvent estate? Yes No If 'Yes', period from _____ to _____

If 'Yes', please state the pay you accrued during that period:

Amount DKK

Enclose a copy of your employment contract and notice of termination and your payslip from the insolvent estate if you have worked for it.

New employment

Have you obtained a **new** job? Yes No If 'Yes', period from _____ to _____
(dd)-(mm)-(yyyy) (dd)-(mm)-(yyyy)

Name and address of your **new** employer: _____

Your new employer's CVR no.:

Pay owing to you

Pay for work you have performed (before tax and contributions to labour market funds). State period in which you earned this pay and the amount:

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

I am owed pay from: _____ to _____

Amount: DKK

Hours worked for which I have **not** received pay: no. hours

If you received **part payment** from your employer, state the:

Amount: DKK

Notice period

Pay (compensation) for your notice period (before tax and contributions to labour market funds). State the following:

How long is your notice period? (Write days, weeks or months): _____

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

The period under notice runs from: _____ to _____

Pay owing to you for your notice period:

Amount: DKK

Enclose copies of your last 6 payslips.

Pension

If you have **employer pension contributions** owing to you, state:

Name and address of your pension provider: _____

Your personal pension contribution: , % (percentage)

Your employer's pension contribution: , % (percentage)

If your pension is with a bank, please enclose a copy of your pension policy.

If your employer has not paid in pension for you to your pension provider for **0-6 months** before your employer went into liquidation (starting from the date on which a petition for a liquidation order was presented to a Court), please state period and amount:

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

Period from: _____ to _____

Amount: DKK

Enclose pension statement showing the most recent contributions paid.

If your employer has not paid in pension for you to your pension provider for **more than 6 months** before your employer went into liquidation (starting from the date when a petition for a liquidation order was presented to a Court), please state period and amount:

(dd)-(mm)-(yyyy)

(dd)-(mm)-(vvvv)

Period from: _____ to _____

Amount: DKK

Enclose documentation to prove that you have applied to have your pension paid out to you from your pension provider, along with a statement of the most recent contributions paid.

Holiday allowance

Do you have holiday allowance owing to you? State the pay (before tax and labour market contributions) on which the holiday pay you are owed is based (pay with holiday-entitlement):

	(dd)-(mm)	(dd)-(mm)	Pay w/holiday entitlement
Pay with holiday entitlement this year :	From _____	to _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DKK
Pay with holiday entitlement last year :	From _____	to _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DKK
Pay with holiday entitlement the year before last :	From _____	to _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DKK

Have you **taken holiday** during your employment?: Yes No

If 'Yes', state when you took holiday while you were employed:

From 1 Jan **this year**: _____

From 1 Jan to 31 Dec **last year**: _____

From 1 Jan to 31 Dec **year before last**: _____

Are you entitled to holiday with pay **or** holiday with holiday pay?

Holiday with pay **or** Holiday with holiday pay

Please enclose a copy of your payslips for the period for which you have holiday pay owing to you (with balance statement for the year).

Reserved for LG

Deposited to FK

Amount: _____

Period: _____

Sunday and public/bank holiday payments and elective pay/holiday/pension remuneration (*fritvalgsordning*)

If you are owed pay for work on **Sundays and on public holidays (SH)**, please state SH rate: , %

Current year:

SH balance (on your latest payslip): DKK

If you are owed pay as **fritvalg** (elective pay/holiday/pension scheme), please state:

Elective pay rate: , % (percentage)

Elective balance (on your last payslip): DKK

Please enclose copies of your payslips of this year as well as last year.

Additional holidays (*feriefridage*)

If you have **earned additional holiday days**, which you have **not yet taken**, please state how many days:

Additional days of holidays owing to you from **this year**: number of days Amount in DKK:

Additional days of holidays owing to you from **last year**: number of days Amount in DKK:

Enclose copy of your last payslip and your employment contract or collective agreement.

Other claims

Company car/company phone. If you had a company phone or company car, please state:

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

When did you hand in the phone: _____ and the car: _____

Monthly value of company car: _____ DKK

Counterclaims. If your employer has a counterclaim against you e.g. for goods purchases or home PC, please state the

nature of the counterclaim: _____ Amount: DKK

Enclose copies of all agreements concluded with your employer.

Severance pay. If you are entitled to severance pay, please state if this is according to:

Section 2a of the Salaried Employees Act (disemployment after many years' service)

Section 2b of the Salaried Employees Act (wrongful dismissal) or Other severance pay

If "Other severance pay", please state which: _____ Amount: DKK

Enclose copy of documentation of your severance pay claim.

Other income. If you have any overtime pay, pay supplement, commission, piecework surplus or bonus owing to you, please state details:

(dd)-(mm)-(yyyy)

(dd)-(mm)-(yyyy)

Period from _____ to _____ Amount: DKK

Enclose copies of agreements on all your other sources of income or pay supplements.

Legal costs and interest charges. If you have other claims, legal costs or interest charges, please state details:

Legal costs: _____ Amount: DKK

Interest charges: _____ Amount: DKK

Enclose copy of documentation of other claims.

How LG processes your personal data

You are receiving this notification because we must inform you that we process information about you as part of our case handling. This information is known as personal data.

Here, you can read about the data which we process, how we process them and what rights you have in this connection.

What data does LG process?

The objective of LG's case handling is to determine whether LG can disburse pay etc. and that LG can subsequently file a notice of claim for the amount disbursed in the employer's insolvent estate or collect disbursed amounts from employers. We only obtain the data necessary for our case handling.

The data processed by LG include

- information about employees' and employers' identity
- information about financial circumstances and employment
- information related to present and former employers
- membership of trade union/unemployment insurance fund
- health information
- cohabitation status
- maternity/paternity leave and other leave

We can obtain the data from your employer and from your claim to LG. The data can also be obtained from a liquidator who administrates an insolvent estate, from a trade union or from public authorities, for example SKAT (the Danish Customs and Tax Administration) or ATP (the Danish Labour Market Supplementary Pension Fund).

It is voluntary for you to file your pay claim with LG. When you make a claim, you are legally obliged to provide accurate and complete data. If you fail to do so, this will be of importance to LG's handling of your case. You may withdraw your claim at any given time.

How we process your personal data

LG processes your personal data on the basis of the Danish Act on the Employees' Guarantee Fund (LG) (*Lov om Lønmodtagernes Garantifond*). We can correlate data to prepare cases for handling and for control of disbursements etc., for example to uncover fraud. This may, if required, be done with assistance from Udbetaling Danmark – Public Benefits Administration on the basis of special rules in the Danish Act on Udbetaling Danmark – Public Benefits Administration (*Lov om Udbetaling Danmark*) and in accordance with fixed guidelines, including for deletion of data etc.

LG can make decisions based solely on automated processing of data. Such automated decisions are, for example, made by LG retrieving data from public registers which are compared with the data in your case in automated processes.

As part of the case handling, it may be necessary to disclose your personal data to, for example, SKAT, Udbetaling Danmark – Public Benefits Administration, FerieKonto, ATP, liquidator, lawyer, trade union, pension providers or banks, which, by law, are entitled to receive the data or with which or whom we collaborate.

LG will normally delete data about you 10 years after the handling of your case has been concluded, however, data may be kept for up to 20 years after the conclusion of bankruptcy or liquidation proceedings, for example in connection with legal actions.

What rights do you have?

You can submit an objection to LG having personal data about you.

You can obtain a copy of the data that LG has about you.

You can also request

- to have your personal data rectified or erased
- LG to suspend the data processing
- to have the data sent to you or another party.

Finally, you can object to LG making automated decisions.

LG will consider your request in each individual case.

If you have questions

If you have questions regarding our processing of your personal data, or if you wish to exercise your rights, you may contact us during our opening hours on tel. +45 48 20 49 17 or at www.lifeindenmark.dk/lg-personal-data.

You can also contact our Data Protection Officer on telephone no. +45 70 11 12 13 or email at dpo@atp.dk

If you disagree with the way in which LG processes your personal data, you can complain to the Danish Data Protection Agency (Datatilsynet). Please note that the Data Protection Agency is only the complaints board for LG's processing of personal data. If you disagree with LG's handling of or decision in your case, you must contact LG directly.

Legal framework

You can read more in:

Danish Act on the Employees' Guarantee Fund (LG)
The General Data Protection Regulation

The Act and Regulation are available at www.retsinformation.dk (in Danish).