

## Rule IV

### CONDITIONS FOR ADMISSION

1. The staff member must apply for admission in writing, using a special Society form, within 31 days of his entry on duty, or on qualifying for membership of the Society, or during an annual enrolment campaign.

2. A member of the Society (other than a holder of a temporary appointment of less than three months) may obtain coverage by the Society for the following members of his family:

(a) A dependent spouse within the meaning of the Staff Rules;

(b) Unmarried children under the age of 21 years dependent on the staff member within the meaning of the Staff Rules;

(c) Children aged 18 or over in continuing dependency on account of permanent invalidity within the meaning of the Staff Rules or the Regulations of the United Nations Joint Staff Pension Fund;

(d) *Specially protected persons:*

(i) A spouse and unmarried children under age 21 who are not recognized as dependants by the United Nations;

(ii) Unmarried children over 21 and under 30 years of age in full-time attendance at a school or university or not in regular employment or not having a regular income;

(iii) A father, mother, brother or sister who is a secondary dependant within the meaning of the Staff Rules, subject to the benefit limitations listed in annex IV to these Rules.

3. Application for the admission of members of the family of a member of the Society in service may be made:

(a) At the time of application by the staff member for his own admission;

(b) Within 31 days of the arrival of the family members at the staff member's duty station;

(c) Within 31 days of marriage or birth;

(d) At the time of an annual enrolment campaign;

(e) For secondary dependants (father, mother, brother or sister) within 31 days following the date on which their status as secondary dependants is recognized for the first time by the Organization, or during an annual enrolment campaign.

4. The spouse and dependent children<sup>1</sup> of a former official who were affiliated to the Society or to a sickness insurance scheme of an organization in the United Nations family on the date of cessation of service of the staff member may be covered by the Society provided that the former staff member remains or becomes a member of the Society. The spouse and eligible dependent children of a staff member who was recruited on or after 1 July 2007 may be covered by the Society on the date of cessation of service of the staff member, provided that the former staff member remains or becomes a member of the Society and that the spouse and dependent children were enrolled in the Society or in a sickness insurance scheme of an organization in the United Nations family for a minimum of five years or two years if the spouse had coverage with an outside employer or a national government. However, in the case of dependents newly acquired within five years of the staff member's separation of employment, the two and five year participation requirements will not apply provided such dependent(s) is/are enrolled within 30 days of the effective date of the dependent relationship. Specially protected persons as defined in rule IV 2 (d) above may be covered only if they have been affiliated to one of the plans mentioned for at least the previous year.

5. A staff member in service cannot be considered as a dependant of a retired staff member for the purposes of the plan. He or she shall automatically be deemed to be a member.

6. When the application meets the requirements of the plan, the date of admission shall be that on which the application is received by the personnel department of the organization concerned in Geneva. In the case of newly-born children for whom application is made within 31 days of birth, admission shall be effective from the date of birth. In the case of new staff members, an application submitted within 31 days shall be effective from the first day of the contract, except where the staff member requests postponement of admission in order to avoid dual coverage. The staff member must provide written evidence to substantiate such request.

7. Application forms for admission to coverage by the Society will be provided by the Personnel Service at Geneva, or are available from the Secretary of the Society. The responsibility for the making of an application within the terms and under the procedures laid down in these Rules rests with the staff member or

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<sup>1</sup> « the spouse and dependent children » as being defined by Rule IV 2. (a), (b) and (c) of the Society's Internal Rules.

other applicant for coverage or continued coverage in the plan. The Secretary will advise the applicant of

acceptance of his application or of the further conditions or provisions to be complied with.