

## Registration with Saanenland Social Services

Good day

We refer to your contact with us and enclose the registration documents for you. We would already like to offer you a consultation, which will rapidly produce an effective outcome during the first appointment, but we need your cooperation to do so.

Please fill in the enclosed registration form and carefully read through the explanations about your rights and obligations.

Below is a list of necessary documents, which must be submitted together with the registration form.

General documents:

<input type="checkbox"/>	Signed social assistance application & list of necessary documents in case of new registrations
<input type="checkbox"/>	Identity card, foreigner's identity card
<input type="checkbox"/>	Rental contract
<input type="checkbox"/>	Health insurance policy(ies) and last premium invoice
<input type="checkbox"/>	Other insurances: Home contents, liability, life insurance, vehicle insurance, etc.
<input type="checkbox"/>	Definitive tax assessment (if not subject to withholding tax)
<input type="checkbox"/>	Medical certificate if available/sick

Married/divorced/separated:

<input type="checkbox"/>	Proof of income of the spouse or civil partner
<input type="checkbox"/>	Separation or divorce decree
<input type="checkbox"/>	Maintenance agreement / alimony payments

Proof of income Self-employed:

<input type="checkbox"/>	Employment contract/apprenticeship contract incl. pay slips for the last three months
<input type="checkbox"/>	Letter of termination (if applicable)
<input type="checkbox"/>	Statements from the unemployment insurance fund / registration with the unemployment insurance fund as well as correspondence and orders from the RAV
<input type="checkbox"/>	Any pension certificates (AHV, IV, EL, daily sickness benefits, UVG, foreign pensions, pension fund, etc.)
<input type="checkbox"/>	Scholarship decision

Proof of income Self-employed:

<input type="checkbox"/>	Annual accounts incl. cash book (incl. farming)
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Proof of assets:

<input type="checkbox"/>	Account statements of all banks and postal accounts (incl. foreign accounts)
<input type="checkbox"/>	Proof of land ownership / real estate in Switzerland and abroad (if available)
<input type="checkbox"/>	Current loans, instalment and leasing contracts
<input type="checkbox"/>	Other assets / other debts

Yours faithfully  
**Saanenland Social Services**

Chiara Nava  
Administration