



Claiming Job Seekers Allowance in Cyprus

There have been some successful claims for Job Seekers Allowance (JSA) in Cyprus, and the following points were sent to the AFF, so that others could benefit.

In UK

- You must be in receipt of contribution-based JSA on the date of departure so start the claiming process in the UK. Visit your local Jobcentre Plus, inform them of your employment end date and tell them that you wish to claim. Ask for an interview to complete your claim paperwork. You should allow at least two weeks for this prior to departure.
- Ask your Jobcentre Plus for a special introductory letter called DLJA 402/403 which can assist you when registering for employment in Cyprus.
- The Pension Service at Tyneview Park will be sent your application; successful applicants will receive Form E303. This form authorises the Employment Services in Cyprus to pay UK contribution-based JSA for a maximum of three months.
- Tell the Social Security Office in the UK that you only need to sign on for JSA for four working days in order to qualify to export your claim. The Pension Service in Newcastle will verify this.
- Ensure your job termination date includes all your leave entitlements

In Cyprus

- You must visit the Unemployment Benefit Office (UBO) in Cyprus to complete your registration and claims formalities within seven days of arriving in Cyprus. Failure to do so will mean you will not be able to claim JSA
- Opening times for the UBO in Cyprus are 0800-1200.
- Arrive early at the UBO on your first visit; you might have to queue for a long time so take a cold drink with you and something to read. For subsequent visits you will be offered an appointment time, but again you may wait an hour or so
- Take your passport and your spouse's passport, and all other relevant paperwork to your first visit to the UBO.
- Open a PO Box at your local Post Office - there is no direct postal service to any of the Sovereign Based Areas (SBAs) Married Quarters
- You must sign on with the UBO every two weeks to continue to claim JSA
- The first payment takes about three months to come through

Useful Contacts

- Inland Revenue UK. Tel: 0044 191 2254811
- Pensions Service UK. Tel: 0191 21 87652
- Unemployment Benefit Offices (UBOs). Limassol: corner of Dimokratous St and Franklin Roosevelt St. Larnaca: Filiou Tsigaridi St
- Nicosia District Labour Office (to chase up your JSA cheque) Tel: 22 401601 or 22 401602
- AFF Cyprus produce an information sheet on Claiming JSA in Cyprus which is available from the