

This translation is for your convenience only. Please sign the original German form, LBV 41116 (Hinweis auf die Pflichten von Beschäftigten nach dem SGB III), which is the sole legally binding document.

Information on the duties of employees under the SGB III (German Social Code)

LBV 41116 (*Hinweis auf die Pflichten von Beschäftigten nach dem SGB III*)

Are you about to conclude a fixed-term employment contract, or your employment contract ends (dismissal, cancellation agreement)?

Please note that you are obliged to begin looking for a new job well before your employment ends (§ 2 para. 5 no. 2 SGB III).

In addition, you are obliged to personally contact the *Bundesagentur für Arbeit* (German employment agency) no later than three months before your employment contract ends to register as seeking employment. If you know about the termination less than three months before the date of the termination of the employment itself, you will have to contact the *Agentur für Arbeit* within three days after learning when your employment contract will end. You will also fulfil the time requirement if you contact the *Agentur für Arbeit*, state your personal details and the date your employment contract will end and make an appointment with the agency to appear in person at a later date. You must register with the *Agentur für Arbeit*, even if your claim to continue this employment will be decided by judicial process, or the employer offers you the prospect of continuation (§ 38 para. 1 SGB III).

If you report to the *Bundesagentur für Arbeit* belatedly, you will not be entitled to receive unemployment benefits for one week (§144, para 6 SGB III).

I have read this information and have received a copy for my records. The German copy I have signed will be included in my personnel file.

(Date and signature of the employee)