

The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

## Information about the duties of employees in accordance with the *SGB III* (German Social Code), LBV form 4116

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 yourself 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 belatedly report to the *Bundesagentur für Arbeit*, you will not 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.

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(Date and signature of the employee)

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