Ministry of Defence

Help for employers of mobilised reservists to apply for financial assistance and application form

Complete this form to claim financial assistance for each called out reservist during mobilisation.
This form falls under the regulations Statutory Instrument (SI) 2005/859 and amendment SI 2015/460. It also includes a section to claim the Employer Incentive Payment as set out in SI 2015/2410.

Who can claim

- employers of mobilised reservists
- self-employed reservists
- reservists who are company directors or in partnership.

What you can claim

- the additional costs of replacing a reservist employee who has been mobilised
- employer incentive payments (for employers with a turnover of less than £25.9 million and fewer than 250 employees – see Section 9).

If you're an employer, you need a mobilisation letter before you fill in the form. If you don't have a letter, contact the relevant service point of contact (details on this form). The letter will include more details - however, for further information please visit https://www.gov.uk/employee-reservist.

When to apply

You can apply for financial assistance before the reservist reports to the Mobilisation Centre. - However, any determination or award will be made after the reservist has been accepted into service.

You can't claim later than 4 weeks after the last day of your reservist's last day of mobilised service. For training costs, see below. You don't have to claim for all costs at once. You can use this form to submit claims as they arise.

If you need advice or more time to complete the form, please contact the relevant Adjudication Officer.

How to complete this form

Fill it in, and email it, with any evidence required, to the relevant Adjudication Officer. They may request further information or documents in connection with your claim.

- fill in all of the 'claimant details' section.
- tick which aspects you intend to claim for in the 'details of claim' section
- click on the links in the 'details of claim' section or scroll through and complete the relevant claim section(s) using the tick and free text boxes
- complete, sign and date the claimant's declaration at Section 10.

You must notify the Adjudication Officer within 14 days if you realise you've made a mistake, or you need to change your claim.

Please include with the signed application any relevant supporting documents to demonstrate a cost:

- Invoice cost and evidence of payment- agency fees, advertising, specialist clothing, training costs
- Pay statements to show earnings of reservist as well as replacement
- Handover/takeover dates and programme and who completed the HO/TO and cost – pay statements
- Training – dates and programme undertaken both internally and externally to include cost
- Self-employed to include details of cost and payment.

Ministry of Defence

Claim form for employers of mobilised reservists

Claimant details

Organisation's name and address	
Full name of called out reservist	
Service number of called out reservist [1]	
Date of birth of called out reservist (DD/MM/YYYY)	
Civilian staff, work or clock number of called out reservist	
National Insurance number of called out reservist	
Period of call out (DD/MM/YYYY)	From: To:

Contact details of person completing this form

Name and Role/Position	
Telephone number	
Email address	

Bank account details for the organisation claiming

Account name	
Account number	
Sort code	

[1] Can be found on the mobilisation letter sent to the employer.

Details of claim

I intend to claim for (select those that apply and then complete the relevant section).

- ☐ **Advertising** for a replacement (Section 1)
- ☐ **Agency** costs for finding replacement (Section 2)
- ☐ **Specialist clothing** allowance (Section 3)
- ☐ **Training for replacement** employees (Section 4)
- ☐ **Handover/Takeover** costs (Section 5)
- ☐ **Additional Salary** replacement costs (Section 6)
- ☐ **Retraining of Reservists** after mobilisation (Section 7)
- ☐ **Employer Incentive Payment** (Section 8)
  for small and medium sized enterprises and employers who are not public authorities [2]
- ☐ **Self-Employed** (Business Suspension) expenses (Section 9)

[2] Defined as a public authority listed in Schedule 1 to the Freedom of Information Act 2000(3); or (b) a Scottish public authority listed in Schedule 1 to the Freedom of Information (Scotland) Act 2002(4).

SECTION 1 – ADVERTISING FOR A REPLACEMENT

What advertising costs have been incurred? £

Please detail below the attached proof of costs incurred - for example advertising invoice(s)

SECTION 2 – AGENCY SOURCING FEES

What agency costs have you incurred to recruit a replacement for the reservist?
Note: ongoing placement fees may be claimed under Section 6 Additional Salary Costs

One off (e.g. pre-placement costs) £

Please detail below the attached proof of costs incurred - for example agency invoice(s)

SECTION 3 – SPECIALIST AND GENERAL CLOTHING ALLOWANCE

You can claim any the cost of providing specialist clothing to the replacement employee required for the performance of the tasks of the reservist's job.
(Capped at the lesser of £300 or 75% of the costs incurred)

Please state what specialist clothing has been purchased:

Why is this clothing needed for this role?

How much did the specialist clothing cost? £

Please detail below the attached proof of costs incurred - for example clothing invoice(s)

SECTION 4 – TRAINING FOR REPLACEMENT EMPLOYEES

Capped at £2,000

What training do you need the replacement to do?

What are the objectives of this training and why are they critical to the role?

☐ Please tick this box to confirm that you have made the maximum use of opportunities for the reservist's replacement to acquire the necessary standard at no additional cost to you through free training or workplace experience.

What is the claimed cost of training the Replacement? £

Please detail below the attached proof of costs incurred - for example external training invoice(s)
Please provide training programme and resourcing cost if training was Internal

SECTION 5 – HANDOVER/TAKEOVER COSTS

Capped at Reservists Daily Rate of Pay PLUS £110
For up to 5 days for Handover (to replacement) and Takeover (for reservist returning)

Note: Handover/Takeover may only be claimed for periods before mobilisation and after and de-mobilisation.

	Handover	Takeover
Daily Rate of Pay (Reservist)	£	£
Daily Rate of Pay (Replacement)	£	£
Number of Days taken		

Please provide a programme of handover and detail below why it was necessary:

☐ Please tick this box to confirm that you have made the maximum use of opportunities for the reservist's replacement to acquire the necessary standard without the need for a handover.

Please detail below the attached proof

- Reservist Payslips and Replacement Payslips or Agency Invoice

SECTION 6 – ADDITIONAL SALARY COSTS FOR REPLACEMENT

You can claim the amount by which the replacement cost exceeds the earning of the reservist.
Capped at £110 per day (the Reservist would normally attend the workplace)

		Reservist		Replacement
Daily Rate of Pay	£		£	

Please detail below the attached proof of Salary costs

- Reservist Payslip and Contract

- Replacement Payslip and Contract (or Agency equivalent)

SECTION 7 – COSTS FOR RETRAINING RESERVIST AFTER MOBILISATION

For Reservist retraining on return to work (to resume old role) the time limit for claiming is within 8 weeks of completion of training.

Any retraining must ordinarily be completed within 6 months of the reservist's return to work.
This period may be extended to 12 months with authority from the adjudication officer.

What training do you need the (returning) reservist to do?

What are the objectives of this training and why are they critical to resuming the role?

☐ Please tick this box to confirm that you have made the maximum use of opportunities for the reservist to regain the necessary standard at no additional cost to you through free training or workplace experience.

What is the cost of this training? £

Please detail below the attached proof of costs incurred - for example external training invoice(s)
Please provide training programme and resourcing cost if training was Internal

SECTION 8 – EMPLOYER INCENTIVE PAYMENT

I confirm that this organisation is entitled to claim the employer incentive payment as it meets the required criteria.

☐ The number of Employees and Partners is not more than 250 people on the date of mobilisation

☐ Has a turnover of no more than £25.9 million a year on the date of mobilisation

☐ Is not a public authority [3]

☐ Does not employ the reservist who has been called out on a zero-hour contract

Employment hours

What are the weekly contracted hours for the employee who has been called out? ☐

SECTION 9 – SELF-EMPLOYED (BUSINESS SUSPENSION) EXPENSES

Capped at £2,000 for the period of the mobilisation.

Activity	Evidence included	Cost £ / Month
Expenses incurred ceasing business (Pre-Mobilisation)		
Enduring Costs (for retained services during the period of Mobilisation)		
Insurance for the business and/or equipment		
Business premises rent/leasing		
Business rates		
Profession or trade membership		
Telephone or internet contract (not usage)		
Vehicles or equipment leasing		

[3] Defined as a public authority listed in Schedule 1 to the Freedom of Information Act 2000(3); or (b) a Scottish public authority listed in Schedule 1 to the Freedom of Information (Scotland) Act 2002(4).

SECTION 10 – CLAIMANT'S DECLARATION

Tick to confirm each statement below

☐ **I understand that it is a criminal offence under the Reserve Forces Act 1996 to provide false or incorrect information when making a claim and that the adjudication officer from the relevant service is entitled to request documentary evidence to substantiate the information provided in this form. Failure to provide documentary evidence to the satisfaction of the adjudication officer may result in rejection of the claim, an interim payment awaiting further documentation, a new determination or payment ceasing.**

☐ **I also understand I need to notify the adjudication officers (within 14 days of becoming aware) of any inaccuracy or material change in employment circumstances or status, such as contracted hours, company take-over or merger or termination of employment.**

Name or e-Signature

Date

Once you have completed this form, please email it to the relevant single service adjudication officer (as below) along with supporting evidence.

ADJUDICATION OFFICER'S CONTACTS

Royal Navy/Royal Marines

SO2 RN Reserves Adjudication
Tel: 0303 384 3014
Email: NavyPeople-SCLResAdjSO2@mod.gov.uk

Deputy RN Reserves Adjudication
Tel: 0303 369 5457
Email: NavyPeople-SCLResAdjudication@mod.gov.uk

Army Reserve

SO2 Army Mobilisation and Adjudication
Tel: 0303 383 1088
Email: APC-ResBr-Mob-SO2@mod.gov.uk

SO3 Army Mobilisation and Adjudication
Tel: 0303 383 7710
Email: APC-ResBr-Mob-SO3@mod.gov.uk

Royal Auxiliary Air Force

Chief of Staff RAF Reserves Adjudication Service
Tel: 303 385 8091

WO RAF Reserves Adjudication Service
Tel: 303 372 0012
Team Email: AirA1-AdjMlbx@mod.gov.uk