



Secretariat

ST/IC/89/22
28 March 1989

INFORMATION CIRCULAR

To: Members of the staff

From: The Controller

Subject: REIMBURSEMENT FOR WORK PERMIT FEES LEVIED BY THE
EGYPTIAN AUTHORITIES ON UNITED NATIONS EMPLOYEES
OF EGYPTIAN NATIONALITY

1. It has been drawn to the attention of the United Nations that some staff members of Egyptian nationality working for the United Nations and its specialized agencies have been required by the Egyptian authorities to obtain work permits for a fee from the Egyptian Ministry of the Interior. Since this requirement is inconsistent with the relevant provisions of the Charter of the United Nations and the Convention on the Privileges and Immunities of the United Nations, the United Nations is currently pursuing consultations with the Egyptian Government in order to exempt staff members of Egyptian nationality working for the United Nations and its specialized agencies from the payment of these work permit fees.

2. Until such consultations have been concluded, it has been decided that those staff members of Egyptian nationality who have paid the work permit fees should be reimbursed by the Organization. A request for reimbursement should be submitted by affected staff members to their respective Executive Officers/Head of Administration and should consist of the following:

(a) A written memorandum from the staff member concerned, stating the amount of the fee paid and the date of payment;

(b) Legible receipts confirming the payment of the fees (with a translation of the receipt, if the latter is not provided in English or French); and

(c) A duly completed voucher for reimbursement of expenses (F.10) form.