



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/introduction>.

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. The earlier you make a claim, the sooner you will receive payment.

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 you need more time to complete the form, please contact the relevant [Adjudication Officer](#).

How to complete this form

Fill it in, print it out and send 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.



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:
Name of person completing this form (print)		
Role/position/title of person completing this form		
Contact details of person completing this form	Telephone: Fax:	Email:
Bank account details for the organisation claiming		
Account name	Account number:	Sort code:
Account name for cheque payment (if different from above)		

Details of claim

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

- Additional salary replacement costs [section 1](#)
- Agency fees [section 2](#)
- One-off** costs for advertising for a replacement [section 3](#)
- Handover/takeover costs [section 4](#)
- Specialist clothing allowance [section 5](#)
- Self-employed expenses [section 6](#)

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

- Training for replacement employees [section 7](#)
- Costs for retraining reservists after mobilisation [section 8](#)
- The employer incentive payment for small and medium sized enterprises and employers who are not public authorities² – please complete [section 9](#)

Section 1 – Additional salary replacement costs cap (up to £110 per day)

1.1. You can claim the amount by which the replacement cost exceeds the earning of the reservist. The amount is capped at £110.00 per day.

1.2. Please provide the following evidence:

a. proof of reservist’s daily rate of pay (such as payslip). Please specify what evidence you have included.

b. proof of replacement’s daily rate of pay (such as payslip). Please specify what evidence you have included.

c. reservist’s and replacement’s contracts of employment.

Section 2 – Agency fees

2.1 What agency costs have you incurred to recruit a replacement for the reservist?

total: £

or

monthly fee of £ for months.

2.2 Please provide proof of the agency fee incurred (for example an invoice) as well as proof of payment. Please specify what evidence you have included.

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

Section 3 – Non-recurring costs for advertising for a replacement

3.1 What costs have been incurred advertising for a replacement?: £

3.2 Please provide evidence (for example agency invoice, advertising receipt) along with a copy of the advertisement made and proof of payment. Please specify what evidence you have included:

Section 4 – Handover/takeover costs (capped at £110 per day in addition to the reservist’s daily rate of pay and for up to 5 days for a handover and 5 days for a takeover)

4.1 Number of days claimed for:

4.2 Handover:

Takeover:

4.3 What is the full cost?

Handover: £

Takeover: £

4.4 How much are you claiming for?

Handover: £

Takeover: £

4.5 Please provide evidence (for example an invoice or pay statement) and specify what evidence you have included:

Section 5 – Specialist and general clothing allowance (capped at the lesser of £300 or 75% of the costs incurred)

You can claim any additional costs for having to purchase clothing for the replacement employee to carry out the tasks of the reservist’s job.

5.1 Please state what specialist clothing has been purchased:

How much did the specialist clothing cost? £

5.2 How much are you claiming? £

5.3 Why is this clothing required for the role?

5.4 Please provide evidence (for example a receipt or invoice to include proof of payment). Please specify what evidence you have included:

Section 6 – Self-employed expenses (capped at £2000)

6.1 What additional costs have been incurred in stopping your business during the period of mobilisation?

	Activity	Evidence included	Cost (£)
1	The cost of insuring the business or equipment		
2	The cost of renting business premises		
3	Business rates		
4	Profession or trade membership		
5	The cost of line rental for telephone or internet if retained		
6	The cost of leasing vehicles or equipment if retained		
		Total cost	

If more, please indicate here and list on a separate piece of paper

Section 7 – Training for replacement employees (capped at £2000)

7.1 What training do you need the replacement to do?:

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

7.3 What is the cost of this training?: £

7.4 How much are you claiming?: £

7.5 Please provide evidence (for example the training provider’s invoice, or if internal training, a training programme including resourcing cost breakdown). Please include a proof of payment. Please specify what evidence you have included:

7.6 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.

7.7 You can only claim for training costs within 8 weeks of the 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.

Section 8 - Costs for retraining reservists after mobilisation

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

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

8.3 What is the cost of this training? £

8.4 Please provide evidence (for example the training provider's invoice, or if internal training, a training programme including resourcing cost breakdown). Include proof of payment with your invoices. Please specify what evidence you have included:

Section 9 – Employer incentive payment

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

(tick to confirm)

- employs, or is a partnership of, no 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
- does not employ the reservist who has been called out on a zero hours contract

9.2 Employment hours: What are the weekly contracted hours for the employee who has been called out? hours per week.

If the contract does not state contracted hours, please estimate the average weekly hours the employee who has been called out would have worked. It may help to base this on historic employee working hours or, where not possible, comparison with a comparable employee.

Section 10 – Claimant's declaration

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.

(tick to confirm)

I also understand I need to notify the adjudication officers of a change in employment circumstances or status such as contracted hours, company take-over or merger or termination of employment.

(tick to confirm)

Signed

Dated

Once you have completed this form, please either scan and e-mail or post it to the relevant single service adjudication officer (addresses overleaf) along with any supporting evidence.

How to contact Adjudication Officers

Royal Navy/Royal Marines

Royal Navy and Royal Marines Adjudication Officer
Navy Command Headquarters
West Battery (MP G-2)
Whale Island
PORTSMOUTH PO2 8DX

Tel: 02392 628858

Fax: 02392 628660

Email: NAVYLEGAL-RESERVESADJSO2@MOD.UK

Army Reserve

Army Adjudication Officer
Army Personnel Centre
Mail Point 588
Kentigern House
65 Brown Street
GLASGOW G2 8YN

Tel: 0800 389 6585

Fax: 0141 224 2689

Email: apc-cmops-mob-so2@mod.uk

Royal Auxiliary Air Force

Royal Air Force Adjudication Officer
Royal Air Force Adjudication Service
c/o Imjin Barracks
GLOUCESTER GL3 1HW

Tel: 01242 682545

Fax: 01242 682510

Email: AirA1-AdjMIbx@mod.gov.uk

Further advice:

Call the Defence Relationship Management helpline: **0800 389 5459**.