



HR MINI MASTER REGISTRATION FORM

NOTE: This form is to be used by non-staff individuals including meeting participants and staff administered by other agencies.

Instructions:

1. Please answer each field completely. Note **BOLD** fields are Mandatory. TYPE or PRINT in dark ink.
2. Please attach one of the following official supporting documents: copy of passport, copy of birth certificate, copy of state ID.

Part A – General Data

Title (Mr./Mrs./etc):	Mr		
First Name (as in Government ID):	Carlos		
Middle Name (as in Government ID):	Velázquez		
Last Name (as in Government ID):	Navarrete		
Have you worked with the UN in the past?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, please provide Index Number
Date of Birth (dd/mm/yyyy):	13/07/1968		
Place of Birth (Country):	(City): México		
Gender:	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>	
Nationality:	Mexicano		
Email Address:	carlosvn.se@gmail.com		
Telephone Number:	5585206594		
Address:	Av 485 No 60 Col Aragon, Seccion 7		
Ciudad de México	07910	México	
(City)	(Zip Code)	(Country)	
ID Number: (Passport or other)	1434019460327		
ID Date of Issue (mm/dd/yyyy):	01/01/2018	ID Valid to date	31/12/2028
ID Place of Issue:	Ciudad de México		
ID Country of Issue:	México		

**Part B – Banking Data**

Account Title: Cuenta Perfiles (Refer #1)
 Currency of payment: Pesos (Refer #2)
 Name of Bank: Citibanamex
 Address of Bank: Ave Jose Loreto Fabela #55 San Juan de Aragon
 Gustavo a 07950 México
 Madero, CDMX
 (City) (Zip Code) (Country)
 Bank ID number: 4088 (Refer #3)
 Account # or IBAN: 70156510678 (CLABE: 002180701565106789)
 Currency of Account: Pesos
 Type of Account: Checking ☐ OR Savings ☒ (Refer #4)
 Routing Instructions (Refer #5)

Part C – Certification by Non Staff/External Individual

Full Name & Signature:

Carlos Velázquez Navarrete

By checking this box I certify that the above information is accurate:



Date (mm/dd/yyyy):

31/08/2020

Part D – To be filled by HR Mini Master Administrator

Personnel Subarea (Duty Station) of engagement/meeting:

Personnel Area (Country) of engagement/meeting:

Effective date (dd/mm/yyyy):

Name & Signature (HR Mini Master Administrator)

Date (mm/dd/yyyy):

**INSTRUCTIONS TO FILL IN THE HR MINI MASTER REGISTRATION FORM****#1 BANK ACCOUNT TITLE**

You should have an account in your name or a joint account maintained by yourself and no more than one other person. Please note that deposits will not be made to bank accounts without the name of the staff member.

#2 CURRENCY OF PAYMENTS**If you wish to receive your salary payments in US dollars into an account in the USA**

- Accounts at banks in the USA. If your bank is a member of ACH network, the full amount will be credited into your bank account without a deduction of bank charges.
- Please obtain the ABA routing number of your bank. The ABA routing number may be obtained from your personal cheque. It is the first nine-digit number at the bottom left corner of your personal cheque. You may wish to send us a copy of your voided cheque for verification of the ABA routing number.
- Accounts at non-bank financial institutions in the USA A few staff members have asked us to transfer payments into their accounts at non-bank financial institutions such as investment firms or brokerage houses. The United Nations may make payments to non-bank financial institutions. It is the responsibility of a staff member to provide complete and unambiguous payment instructions. Please note that there are two types of payments: ACH payments (direct deposits) and wire transfers. Some non-bank institutions may have different ABA routing numbers for ACH and wire transfers. Please obtain complete payment instructions from your financial institution

If you wish to receive your separation payments in US dollars into an account outside of USA

- If you are entitled to, separation payments denominated in US dollars may be transferred to bank accounts outside of USA. US dollar payments are currently made from JP Morgan Chase Bank, New York. Cross-border payments are routed through an intermediary bank or intermediary banks. To avoid errors, delays, or expensive bank fees, it is recommended to contact your bank to find out if there is a preferred method for sending US dollar payments to your bank account. Identification of the correspondent bank in the USA of your own bank is helpful to route your payment accurately with minimum intermediary bank charges. Please refer #6 for routing instructions.
- (Currency conversion) If your bank account is not in US dollars, US dollar payments may be converted automatically into the local currency by receiving banks. Unfavorable exchange rates may be applied that are different from the UN exchange rates. Please consult your local bank regarding their procedures and charges.
- (Bank charges) While JP Morgan Chase Bank, New York does not deduct any bank charges, your bank or intermediary banks may deduct service fees from incoming remittances. Please note that the United Nations does not reimburse bank fees deducted by your bank or by intermediary banks.



If you wish to receive your salary payments in a currency other than US dollars

- UNHQ Treasury makes separation payments in currencies other than US dollars. Presently payments in the following currencies are made in the respective countries. You should have a bank account in a country of your designated currency.
- EUR (Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain), AUD (Australia), CAD (Canada), CHF (Switzerland), DKK (Denmark), GBP (UK), INR (India), JPY (Japan), NZD (New Zealand), NOK (Norway), SEK (Sweden)
- UN official rates of exchange will be applied to calculate your payment if you designate any currency other than US dollars for payment. Please note that separation payments in currencies not listed above may be made through other UN Agencies at other duty stations. Details may be obtained from the Payroll Section, UNHQ.

#3 BANK ID NUMBER AND ACCOUNT NUMBER

It is the responsibility of the staff member to provide us with complete and unambiguous payment instructions. For the cross-border payment, you may wish to include the BIC code (SWIFT number) of your bank.

The account number formats for some countries are provided below.

USA ABA Number (9 digits) + Account Number

Australia: BSB Number (3 digit + 3 digit) + Account Number

Canada: Transit Number (5 digits + 3 digits) + Account Number

Russia Bank Number (8 digits) + Account Number

Since the introduction of euro, many European banks are adopting IBAN as a new standard format to indicate the account numbers. A table below shows the IBAN structures.

IBAN (International bank Account Number)

Country	Total Digits	Country Code	Check Digits	Bank Code	Branch Code	Account Number	Check Digits
Albania	28 digits alpha numeric number	AL (2a)	2n	3n	5n	16an	
Andorra	24 digits alpha numeric number	AD (2a)	2n	4n	4n	12an	
Austria	20 digits alpha numeric number	AT (2a)	2n	5n	11n		
Azerbaijan	28 digits alpha numeric number	AZ (2a)	2n	4a		20an	
Bahrain	22 digits alpha numeric number	BH (2a)	2n	4a		14an	
Belgium	16 digits alpha numeric number	BE (2a)	2n	3n	7n	2n	
Bosnia and H	20 digits alpha numeric number	BA (2a)	2n	3n	3n	8an	2n
Brazil	29 digits alpha numeric number	BR (2a)	2n	8n	5n	10an	2an
Bulgaria	22 digits alpha numeric number	BG (2a)	2n	4a	4n	2n+8an	
Costa Rica	21 digits alpha numeric number	CR (2a)	2n	3n		14n	
Croatia	21 digits alpha numeric number	HR (2a)	2n	7n		10n	
Cyprus	28 digits alpha numeric number	CY (2a)	2n	3n	5n	16an	
Czech	24 digits alpha numeric number	CZ (2a)	2n	4n	6n	10n	
Denmark	18 digits alpha numeric number	DK (2a)	2n	4n	9n	1n	
Dominican R.	28 digits alpha numeric number	DO (2a)	2n	4a		20n	
Estonia	20 digits alpha numeric number	EE (2n)	2n	2n	2n	11n	1n
Finland	18 digits alpha numeric number	FI (2a)	2n	6n	7n	1n	



Country	Total Digits	Country Code	Check Digits	Bank Code	Branch Code	Account Number	Check Digits
France	27 digits alpha numeric number	FR (2a)	2n	5n	5n	11an	2n
Georgia	22 digits alpha numeric number	GE (2a)	2n	2a		16n	
Germany	22 digits alpha numeric number	DE (2a)	2n	8n	10n		
Gibraltar	23 digits alpha numeric number	GI (2a)	2n	4a	15an		
Greece	27 digits alpha numeric number	GR (2a)	2n	3n	4n	16an	
Guatemala	24 digits alpha numeric number	GT (2a)	2n	4a		20an	
Hungary	28 digits alpha numeric number	HU (2a)	2n	3n	4n + 1n	15n	1n
Iceland	26 digits alpha numeric number	IS (2a)	2n	4n	2n	6n + 10n	
Ireland	22 digits alpha numeric number	IE (2a)	2n	4a	6n	8n	
Israel	23 digits alpha numeric number	IL (2a)	2n	3a	3n	13n	
Italy	27 digits alpha numeric number	IT (2a)	2n+1a	5n	5n	12n	
Jordan	30 digits alpha numeric number	JO (2a)	2n	4a	4n	18an	
Kazakhstan	20 digits alpha numeric number	KZ (2a)	2n	3n		13an	
Kuwait	30 digits alpha numeric number	KW (2a)	2n	4a		22an	
Kosovo	20 digits alpha numeric number	XK (2a)	2n	4n		10n	2n
Latvia	21 digits alpha numeric number	LV (2a)	2n	4a	13an		
Lebanon	28 digits alpha numeric number	LB (2a)	2n	4an		20an	
Liechtenstein	21 digits alpha numeric number	LI (2a)	2n	5n		12an	
Lithuania	20 digits alpha numeric number	LT (2a)	2n	5n		11n	
Luxembourg	20 digits alpha numeric number	LU (2a)	2n	3n	13an		
Macedonia	19 digits alpha numeric number	MK (2a)	2n	3n		10an	2n
Malta	31 digits alpha numeric number	MT (2a)	2n	4a	5n	18an	
Mauritania	27 digits alpha numeric number	MR (2a)	2n	5n	5n	11n	2n
Mauritius	30 digits alpha numeric number	MU (2a)	2n	6an	2n	12n	6an
Moldova	24 digits alpha numeric number	MD (2a)	2n	2an		18an	
Monaco	27 digits alpha numeric number	MC (2a)	2n	5n	5n	11an	2n
Montenegro	22 digits alpha numeric number	ME (2a)	2n	3n		13n	2n
Netherlands	18 digits alpha numeric number	NL (2a)	2n	4a	10n		
Norway	15 digits alpha numeric number	NO (2a)	2n	4n	6n	1n	
Pakistan	24 digits alpha numeric number	PK (2a)	2n	4a		16an	
Palestine	29 digits alpha numeric number	PS (2a)	2n	4a		21an	
Poland	28 digits alpha numeric number	PL (2a)	2n	4n	4n	16an	
Portugal	25 digits alpha numeric number	PT (2a)	2n	4n	4n	11n	2n
Romania	24 digits alpha numeric number	RO (2a)	2n	4a		16an	
Qatar	29 digits alpha numeric number	QA (2a)	2n	4a		21an	
San Marino	27 digits alpha numeric number	SM (2a)	2n	1a+5n	5n	12an	
Saudi Arabia	24 digits alpha numeric number	SA (2a)	2n	2n		18an	
Serbia	22 digits alpha numeric number	RS (2a)	2n	3n		13n	2n
Slovak R.	24 digits alpha numeric number	SK (2a)	2n	4n	6n	10n	
Slovenia	19 digits alpha numeric number	SI (2a)	2n	5n		8n	2n
Spain	24 digits alpha numeric number	ES (2a)	2n	4n	4n+2n	10n	
Sweden	24 digits alpha numeric number	SE (2a)	2n	3n		16n	1n
Switzerland	21 digits alpha numeric number	CH (2a)	2n	5n		12an	
Timor-Leste	23 digits alpha numeric number	TL (2a)	2n	3n		14n	2n
Tunisia	24 digits alpha numeric number	TN (2a)	2n	2n	3n	13n	2n
Turkey	26 digits alpha numeric number	TR (2a)	2n	5n+1n		16an	
UAE	23 digits alpha numeric number	AE (2a)	2n	3n		16n	
U.K.	22 digits alpha numeric number	GB (2a)	2n	4a	6n	8n	
B. Virgin Is	24 digits alpha numeric number	VG (2a)	2n	4a		16an	

**#4 TYPE OF ACCOUNT (necessary if you wish to receive US dollar payments into an account in USA)**

For purpose of processing direct deposits (ACH payments), bank accounts in the USA are classified either as checking or savings. If you wish to receive your salary payments to an account in the USA, please find out from your financial institution the type of your account for purpose of receiving direct deposits (ACH payments).

#5 ROUTING INSTRUCTIONS (if you wish to receive US dollar payments into an account outside USA)

The United Nations will make cross-border payments to send US dollar payments into your bank accounts outside of USA. Providing us complete and unambiguous payment routing information will help us to make your payments on time with minimum bank charges. While this information is not a requirement to complete the form, we recommend that you supply this information after obtaining guidance from your bank. It may be helpful for your banker to note that the United Nations makes US dollar payments from JP Morgan Chase Bank, New York. Please find out from your bank the name of the correspondent bank of your bank in the USA. The routing instruction should be as specific as possible to minimize fees.