

**Entitlement certificate**  
**for the use of the services of the family service**  
in accordance with the framework agreement between  
the Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V.  
and the family service provider "pme familienservice GmbH"

**Issuing facility within the MPG (e.g. MPI of/for ..., place)**

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**Signature of the authorized representative**

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**This entitlement certificate is valid exclusively for the application submitted on**

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**Relationship of the entitled person to the MPG<sup>1</sup>**

Employee	<input type="checkbox"/>
Scholarship holder	<input type="checkbox"/>
Guest	<input type="checkbox"/>

**Date, signature of the Head of Administration and stamp**

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**The entitlement certificate was submitted to the family service on**  
(date, signature of the authorized representative of the family service)

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<sup>1</sup> All of the following are generally entitled:

- All full-time and part-time employees of the MPG, including doctoral researchers with a funding contract from an MPI, as well as scholarship holders funded at the facilities of the MPG. This includes also the International Max Planck Research Schools (IMPRS) and the Max Planck Schools (MPS) as well as personnel employed at Institutes abroad, i. e. the Max Planck Florida Institute for Neuroscience, the Bibliotheca Hertziana, Max Planck Institute for Art History and the Kunsthistorisches Institut Florenz as well as the Max Planck Institute for Psycholinguistics.
- **guest scientists** working at MPG facilities whose children between 0 and 14 years of age need to be provided with care for the period of the guest residency in Germany. **However, guests can only use services under this contract if the respective MPG facility expressly deems this necessary within the context of a discretionary decision and if confirmed by the entitlement certificate.**
- The entitlement expires at the end of the period of work at the MPI.
- In the area of childcare, the offer is usually aimed at caregivers or parents with children between 0 and 14 years of age.

**Entitled person:**

**Name**

**First name**

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**Working at the MPI of/for**

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I consent to

- the family service notifying independent third-party auditors on behalf of the MPG (Administrative Headquarters), of my name upon request where applicable and of the services used. If appropriate, the MPG shall receive anonymized reports on the call-off of services (in particular page 1 of this entitlement certificate).
- my personal data may be stored and in the event of commissioned auditing on behalf of the MPG or to independent auditors upon specific request, concrete names and services allocated sorted according to Institutes may be disclosed for auditing purposes. (For reasons of data protection law, the disclosure of names to the MPG is excluded!)

I was also informed that

- further information on the storage and use of personal data can be found on the family service's online platform
- and that for purposes of controlling the framework agreement with the family service
  - a copy of the entitlement certificate will be kept on file at the MPI
  - the anonymous first page of the entitlement certificate shall be attached to the invoice for services performed under the framework contract with Administrative Headquarters.
- I am entitled to request the hand over or destruction of the personal data kept by the family service.

**Date, signature of entitled person**

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**Date, signature of the Head of Administration and stamp**

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