

## **GUIDE FOR OBTAINING THE TERMINATION OF SERVICE ALLOWANCE**

The Fondo Fine Carriera (FFCA) has introduced a new procedure through which footballers can view and manage their contribution positions and, most importantly, obtain the provisioned indemnity.

In that sense, you must connect to the FFCA Portal – using a PC, smartphone or tablet - by clicking the following link:

[www.fondocalciatoriallenatori.com/iscritti](http://www.fondocalciatoriallenatori.com/iscritti)

### **Functions of the portal**

Using the portal, you can:

- Manage your personal details
- View, save and print your statement present in two versions:
  - Statement indicating the contributions to be settled
  - Historical statement, including details of all contributions made by you
- Request payment, manage and monitor the stage of progress of the case
- Use messaging and document exchange services to facilitate the request and receipt of information on your position

### **How to access the portal**

To access the portal, you must acquire credentials allowing you to register. This can be done as follows:

A) **Active footballers** should request the access credentials from their club, which must print them and provide them to the footballer.

Alternatively, the credentials can be requested from the AIC – Italian Footballers' Association.

For security reasons, the club can only print out the access credentials once and the data cannot be recovered.

B) **Footballers no longer active, as well as active footballers who have lost their access credentials** provided by their club or by the AIC, must make an express request using the attached form, to be completed as specified below:

- Enter all data indicated, mandatory for the purposes of accepting the request
- Use legible writing, preferably in block capitals

- For those who live in Italy, authenticate the signature at any Municipality or at a notary
- For those who live abroad, authenticate the signature at an Italian Consulate or Embassy, or, if this is not possible, by legalisation or apostille with sworn translation in Italian. The procedure to be followed depends on whether or not the relevant Nation is a signatory to International Conventions
- Attach to the form a copy of a valid identity document, with visible photo, signing the photocopy

The application form, complete with all indications referred to above and with the attached identity document, must be sent exclusively by post or courier, in original, to the following address:

**Fondo Fine Carriera  
Viale Liegi 58  
00198 Roma**

Upon receiving the “username and password”, you can access your personal position, view and use the contents of the portal.

### **First access to the portal**

Having obtained the first access to the portal, you must change the password received from the FFCA using the following standard procedure: enter the initial password, create a new one and retype it to verify it.

The new password must meet the following requirements:

- It must have 8 alphanumeric characters
- It must be made up of at least one letter and one number
- It must not be the same as one of the last 5 previously entered
- It must be changed every 6 months (the system will indicate this)

### **Access to the home page**

Having accessed the homepage, you can view your personal details and you must complete, supplement and/or correct the data made available. We recommend checking the accuracy of the personal details entered, making any corrections and keeping them constantly updated.

### **Viewing and printing of statement**

The statement provides details of the months, the clubs, the fees received, the relevant maximum limit and the contribution paid. The statement also details the benefits due by law (if accrued), as well as the annual revaluation resolved by the board in accordance with Art. 20 of the Fondo Fine Carriera's Statute.

The final part of the statement displays the totals of the individual items. The sums are shown gross of taxation to be calculated at the time of the payment request and the gross total of the contributions is given by the sum of the '*Contributions*' and the '*Revaluations*'.

The statement can be viewed, saved and printed.

## **Payment request**

When accessing the '*Payment Request*' menu item, a document is opened where, after having completed all the fields (which are mandatory), you can print the payment request form. Your personal details are automatically imported from the '*Management of personal details*' section.

The form can be completed and updated every time you wish; the data become final and can no longer be changed after printing **the payment request form**.

If you realise, after printing the form, that errors have been made, you must report this to the FFCA, using the "*dialogue window*", which will make the payment request editable and re-printable.

With reference to the details for bank credits, the system adheres to your selection of the bank nationality: based upon the indicated nationality, the field appears with the IBAN to be entered or the bank account number and BIC/SWIFT Code.

For each mandatory field not completed, the system highlights the errors and/or the missing details; in addition, the system performs a check of the accuracy of the Tax Code and IBAN. In the former case, it checks that it is formally correct and, in the latter, it verifies its existence.

Having completed all data for the payment request, when clicking the item '*Print payment request form*' the form is generated showing all the data entered.

If your position has been fully settled, when making a payment request, the system prevents you from accessing the service and displays the message "*there are no active movements*".

The payment request procedure cannot be implemented if you are waiting for the completion of the accrued contributions; again in this case the system does not allow you to access the service, specifying the reason for the same.

## **Document management**

All necessary documents, including those for making or completing the payment request (for example, the signed receipt), must be entered in the section Management of documents provided by the footballer. Within 24 hours from being attached, the document can be modified or deleted.

This is subject to the possibility of uploading a new document with the necessary modifications or corrections, once the 24 hours have elapsed.

Similarly, documents provided by the FFCA are uploaded in the dedicated section, where they can be viewed, printed and exported; for each document uploaded by the FFCA, a message (SMS) is automatically sent to you.

### **Payment request form**

The generated form, printed and signed with authenticated signature, must be sent, in original, to the FFCA **by recorded delivery post or courier.**

The FFCA's offices will process the case and issue the receipt which will be uploaded directly to the portal in your personal area. Every document produced by the FFCA which must be sent to you is uploaded on the portal and indicated to you by SMS.

**The receipt must be downloaded, signed and attached in the section Management of documents provided by the member.**

### **Ex-footballer trainer**

If you have a dual position, as footballer and trainer, both positions can be managed by completing the authentication procedure only once.

For example, a footballer who has ceased his activity and has subsequently moved into training activity receives the access credentials related to the latter position and carries out the authentication on the portal; on the homepage, the system notifies him that he also has a position as Footballer.

The payment request, if due for both positions, should be sent separately for the two positions.