

User Manual for the submission of Tapering of Benefits for a Self-Occupied Person Application

Department of Social Security



This manual was developed by the Department of Social Security to help you fill an application for Tapering of Benefits for a Self-Occupied Person in a complete and correct manner.

Note: This manual was written for information purposes and does not have any legal strength whatsoever.

For More Information



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The Department of Social Security makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information held with us. We are bound not to disclose information about you with other persons or organizations outside the Department of Social Security, unless this is permitted by the law. The Department of Social Security treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

General Instructions


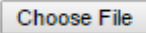
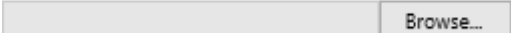


Before you start filling in the application, ensure that you have the following completed document:

- 1) Signed Declaration Form: This form can be downloaded in pdf format from the top left hand side of the application form, under 'RELATED DOCUMENTS'. The form needs to be printed, completed and uploaded in the online application form.

To submit your application, you will need to fill in the required details. The mandatory fields are marked with a red asterisk (*). There are four (4) field types which are explained in page 4. The requested details are listed in page 5.

When all the required details are filled in, you may submit the application by clicking on the 'SUBMIT' button, at the bottom of the page.

Field Types

Field Type	How It Looks	How to Enter Data	How to Delete Data
Date		Click on the textbox and simply type in the date. The date should be in DD/MM/YYYY format. (e.g. 30/12/1986)	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly.
File	<p>In Google Chrome:</p>  <p>In Internet Explorer:</p> 	Click once on the button. A dialog box will appear which enables you to search for the file. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). The dialog box will close and the name of the uploaded file will appear adjacent to the button.	<p>In Google Chrome: Click once on the button. A dialog box will appear. Hit the 'Esc' button on the keyboard (or click on 'Cancel' button).</p> <p>In Internet Explorer: Drag the mouse to highlight the text identifying the file name and press the Backspace/Delete key.</p> <p>You will notice that the name of the file is no longer displayed adjacent to the 'Choose File' button.</p>
Numeric Textbox		Click on the textbox and simply type in. Only numbers are accepted.	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly.
Textbox		Click on the textbox and simply type in.	Click on the x button (Internet Explorer Only) to remove all content or use the Backspace/Delete key to delete accordingly.

Requested Details

	Field No	Field Name	Field Type	Mandatory?
Self-Occupied Person Declaration	1	Name	Textbox	Yes
	2	Surname	Textbox	Yes
	3	Identity Card Number	Textbox	Yes
	4	E-mail	Textbox	No
	5	Work Commencement Date (DD/MM/YYYY)	Date	Yes
	6	VAT Number	Textbox	Yes
Bank Account Details	7	Bank	Textbox	Yes
	8	IBAN	Textbox	Yes
	9	Enter Mobile Number for an SMS notification regarding payment	Numeric Textbox	No
Necessary Documents	10	Signed Declaration Form	File	Yes