

**Application for reimbursement of charges imposed on returning residents at the Comis Hotel between 15 April and 13 May 2020**

**Part 1 - About you**

Please complete all details.

Mr / Mrs / Miss/ Ms / Dr / Other	First name	Surname
Address		
Postcode		
Email address		
Telephone number		

Copy of identification enclosed (tick one)

Passport	<input type="checkbox"/>	Driving licence	<input type="checkbox"/>	Other	<input type="checkbox"/>
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**Part 2 - About your travel and Comis Hotel stay**

Date of travel to the Isle of Man [between 15 April to 6 May 2020 inclusive]	Dates stayed at Comis	Number of nights	Please tick one
15 April 2020	15 April – 29 April 2020	14	<input type="checkbox"/>
22 April 2020	22 April – 6 May 2020	14	<input type="checkbox"/>
29 April 2020	29 April – 13 May 2020	14	<input type="checkbox"/>
6 May 2020	6 May – 20 May 2020 *see guidance note - Part 2	7	<input type="checkbox"/>

Number of rooms occupied by people in your party <u>that you paid for</u> <input type="text"/>	
Adults/children in the party <u>that you paid for</u> please tell us their name(s)	
1	2
3	4

### Part 3 - About your payment

Please tell us how you made the original payment(s)

One-off payment in full	
Part payment	
Loan agreement (instalments)	

### Part 4 - Payment details for refund

Account name	
Name of bank	
Account number	
Sort code	

If I do not provide bank details, I understand that a cheque will be issued to the name and address provided in Part 1.

### Part 5 – Declaration

I confirm that the information submitted in this form is true and correct.

I agree to the sharing of this information with Treasury for the purposes of assessing eligibility and arranging a refund.

I agree to the use of personal data submitted for the original repatriation application and this form to be used in support of this repayment application and eligibility assessment.

This expenditure has not been previously recovered in full or part by an insurance claim.

Signature		Date	
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Return this form to [refund.applications@gov.im](mailto:refund.applications@gov.im)

We may need to contact you about your responses on this form, or the reimbursement of charges – please tell us if you would prefer this to be by:

Phone                       Email

### Internal use only

Date Received	Received by	Reference No issued

## Guidance notes

### General notes

Refunds are solely for charges paid to the Comis Hotel for full board (accommodation and catering) as set out in Recommendation 14 of the Covid Review, and do not include any other costs.

Privacy notices are available at [www.gov.im/treasuryprivacynotice](http://www.gov.im/treasuryprivacynotice) and [www.gov.im/doi-privacy](http://www.gov.im/doi-privacy)

Financial Information submitted will be kept on record for 7 years in line with our Financial Regulations.

Personal data related to COVID records will be kept until the Public Records Office have completed selection under section 3 of the Public Records Act 1999 in relation to records relating to the pandemic.

Please allow up to 4 weeks for processing your application. We will contact you if any information is missing from your application which will delay any payment.

### Part 1

We must be able to verify your identity before we can make a payment.

Suitable forms of ID showing your full name and date of birth include a passport, photo card driving licence, a copy of your birth certificate, a recent utility bill, or student identity card.

Payments will be made only to residents who meet the criteria and eligibility.

### Part 2

#### Eligible dates

To qualify you must have returned to the island and signed a Direction Notice directing you to stay at the Comis Hotel for 14 nights isolation during the period 15 April to 13 May 2020.

Payments are only available to residents who were repatriated to the Island by ferry during the period 15 April to 6 May 2020.

Comis Hotel isolation period

Group	Dates	Maximum number of nights
1	15 April – 29 April 2020	14 nights
2	22 April – 6 May 2020	14 nights
3	29 April – 13 May 2020	14 nights
4	6 May – 20 May 2020 *Regulations changed on 13 May	7 nights

#### Note

Group 4 - This group consists of those residents who had already completed 7 days at the Comis Hotel, who meet the criteria and eligibility for repayment. Individuals who have already been refunded for the second week of their stay (i.e. 13 May – 20 May 2020) will only receive a refund for the first week.

**Other adults/children**

Tell us the names of any others in your party that you paid for. Other adults in your party will not be able to submit a separate application for a refund.

There was a child rate for full board accommodation, but no charge was made for babies.

**Part 3 - No notes****Part 4**

Your bank details will be shared with the Treasury to enable Finance Shared Services to make the payment to you. They will be kept for six years, plus the current financial year in line with the Treasury's retention schedule.

**Part 5**

Please ensure you sign and date the form. No payments will be approved in the absence of the signed declaration.

Payments will not be made if this expenditure has been previously covered by an insurance claim.