

# Swiss public transportation

Take advantage of reduced fares

ENGLISH

# La Mutuelle

International Civil Servants' Mutual Association of United Nations and Specialized Agencies, Geneva



**The International Civil Servants' Mutual Association**, founded in 1959, is a non-profit fund exclusive to the United Nations and Specialized Agencies, whose objectives are to promote mutual assistance among staff members of the United Nations Office and other Organizations within the United Nations family at Geneva, and the facilitation of the settlement of the said staff members and their family.

The affiliated Organizations are the following : ILO, ITU, WTO, WMO, WIPO, IMO, UNICEF, IOM, WHO, HCR, IPU and UNEP.

## Services proposed to the members

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Housing  
loans



Ordinary  
loans



CHF and USD  
accounts



Public  
transportation

## Membership conditions

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### Membership is opened to:

- All staff of a member organization, stationed in Geneva, plus all internationally recruited staff of member organizations,
- UNEP staff members only stationed in Geneva,
- Retired international civil servants of a member organization living in the Franco-Swiss area.

# Documents to submit for membership

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## **For active international civil servants:**

- the membership application form duly completed and signed,
- a clear photocopy of a national identity card or a national passport,
- a copy of the personnel action form,
- the form to request a secured access,
- a registration fee of CHF 10.

## **For retired international civil servants:**

- the membership application form duly completed and signed,
- a clear photocopy of a national identity card or a national passport,
- an attestation of pensioner status,
- an attestation of residence,
- the form to request a secured access,
- a registration fee of CHF 10.

Before paying the registration fee, members are requested to verify their eligibility with the Mutual Association,

For staff members who wish to apply for loans as well, the registration fee can be deducted from the amount of the loan if granted,

The registration fee can be paid in cash at the Mutual Association's teller's office or by wire-transfer. Members who prefer to pay the fee by wire transfer or by post must pay attention to the fees charged by the bank or the post office, and verify that the amount that will be received is not less than CHF 10.

# Rules governing membership for members who subscribe to an annual pass

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An account is opened in the member's name only,

Members must comply with the tax laws which apply to them and declare the funds they have with the Mutual Association if required by law. The Mutual Association will effect verifications of the application of this mandatory compliance,

Members who have not complied with these rules must regularize their situation as the Mutual Association does not accept to hold funds that are not in compliance with tax regulations,

Members are requested to communicate to the Mutual Association, by postal or internal mail, any change of duty station, office number, private address, email address, phone numbers, and to update every 5 years the designation of beneficiaries and power of attorney forms,

Members who change their email address and who have a secured access are requested to update it directly in their secured access,

If the addresses (email, private and professional) of the members are not updated, the Mutual Association will charge search fees. In case a member cannot be located, membership will be terminated,

Membership will be terminated if no operation is performed over a period of 3 years, and if members have no deposit nor outstanding loans,

Members who retire on pension can remain members but must contact the Mutual Association before their departure in order to update their file. If a member's file is not updated, or if the documents received are incomplete and/or imprecise, the access to the services will be refused to this member,

Members must request a secured login in order to check their account(s) online, download biannual statements, tax attestations, loan statements, annual reports, process with wire transfers, receive minutes of the General Assemblies, etc,

Members who change duty station and are not employed by a member organization but by an organization within the United Nations system can remain a member of the Mutual Association but can no longer deposit funds in their account(s) nor apply for loans,

Members who leave the United Nations system must close their account(s) and repay any debt at the time of departure,

Members who wish to close their account must send a duly signed request to the Mutual Association,

In case of death of a member, his/her membership ends and his/her account(s) must be closed within 6 months. If the member has a CHF deposit account, this will be closed at the member's date of death, and the savings credited to a CHF current account until the settlement of the estate.

# Public transportation

Members of the Mutual Association can benefit from reduced fares for the use of public transport in Geneva and elsewhere in Switzerland,

A non-exhaustive public transport circular, which includes additional information on the services proposed, the procedure to follow as well as the prices, is available on our website, at the premises of the Mutual Association or upon simple request.

## Partners

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### CFF



Active and retired members, spouses and children under 25, can benefit from reduced fares for yearly CFF passes that allow them to travel by train in Switzerland.

### Unireso®



Active and retired members, as well as spouses of retired members, can benefit from reduced fares for yearly Unireso® passes that allow them to travel by train, by bus, by tram and by boat within the “Franco-Valdo-Genevoise” area.

### **Mobility®CarSharing**



Members have the possibility to use a car on a self-service basis for temporary needs, and can benefit from a 20% discount on the Mobility® services.

### **Covoiturage**



Members who wish to car-share may visit the following website [www.covoiturage-leman.org](http://www.covoiturage-leman.org) to find available offers and to register.

### **P+R (Parc Relais)**



Members who wish to go to work by car and by public transportation can subscribe to a yearly parking pass (possible waiting list). In order to benefit, the home and office must be more than 2 kilometers from the parking.

### **P+B (Parc + Bicyclette)**



Members who wish to go to work by car and by bicycle can subscribe to a yearly parking pass (possible waiting list). They can safely leave their bike in a storage and take it to work. In order to benefit, the home and office must be more than 2 kilometers from the parking.

## To contact us

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If you need more information or advice, you can contact us at the following addresses:

### **United Nations Office (UNOG), Palais des Nations, Geneva**

From Monday to Friday:

The cashier's desk is open from 9:30 am to 1:00 pm non-stop.

Afternoons are reserved for appointments.

The Secretariat answers your calls from 9:00 am to 12:00 noon.

Office B-214

Library building

Door 20, lift No. 19, 2nd floor

**Telephone:** +41 22 917 35 10

**Fax:** +41 22 917 00 71

**Email:** [lamutuelle@unog.ch](mailto:lamutuelle@unog.ch)

**Website:** [www.lamutuelle.org](http://www.lamutuelle.org)

### **International Labour Office (ILO), Geneva**

Every Thursday from 9:30 am to 12:00 noon

Office No. 1074 – 10th floor

**Telephone:** +41 22 799 62 09