



## UPDATING THE USER FILE AND VALIDATION OF CATERING BADGES

Year 2025

### **IMPORTANT: KEEP YOUR BADGE**

From **Monday 4 November 2024**, CESFO memberships will be renewed annually and the membership file will be completely updated. This update is essential for your employer, who finances your reduced rate in restaurants. At the same time, you will be issued with an annual certificate justifying your administrative situation. This will be valid in the event that you lose your badge.

**You will find details of this operation on the back of this sheet.**

The Comité d'Entraide Sociale de la Faculté d'Orsay is an association under the law of 1901 which manages several sectors: staff canteens, childcare at the Centre de Loisirs Éducatifs and various cultural activities including a ticket office for cinema tickets, access to the Orsay swimming pool and the Complex de Bures. You can find all the information about these activities on the CESFO website: <https://www.cesfo.fr>.

To access the restaurant and other activities, you must be an employee of one of the partners who signed the agreement, in particular the Université Paris-Saclay, the Centre National de la Recherche Scientifique (CNRS), the Institut National de Recherche Agronomique et de l'Environnement (INRAE), the Institut National de la Santé et de la Recherche Médicale (INSERM), the Institut Curie including the proton therapy centre, the Institut d'Optique Graduate School (IOGS), the Institut National de Recherche en Informatique et en Automatique (INRIA), or Sorbonne University.

You must join the association by paying a €10.00 membership fee, which enables your association and cultural activities to function.

In order to send you your renewal certificate and keep you informed of CESFO news, we need your e-mail address, as well as your authorisation to use it, in accordance with CNIL regulations.

### **PLEASE NOTE !**

**From 17 January 2025, members who have not updated their membership will be charged the external rate.**

For any clarification or request for information, please contact:

**CESFO accounts department on 01 69 15 65 89**

Or by e-mail: [caisses.cesfo@universite-paris-saclay.fr](mailto:caisses.cesfo@universite-paris-saclay.fr)

You can also visit the CESFO website: [www.cesfo.fr](http://www.cesfo.fr)

You can also contact the Vice-President of CESFO's restaurants by e-mail at the following address: [secretariat-cesfo.asso@universite-paris-saclay.fr](mailto:secretariat-cesfo.asso@universite-paris-saclay.fr) to inform her of any problems.

## DEMATERIALIZED RENEWAL PROCEDURE

### To renew your membership

You must send an e-mail to: [caisses.cesfo@universite-paris-saclay.fr](mailto:caisses.cesfo@universite-paris-saclay.fr)

- 1- Direct debit authorisation (renewal or 1<sup>st</sup> badge), depending on your situation, which you can download from the CESFO website, Restaurants/Administrative documents tab.
- 2- Your badge number, surname, first name and e-mail address.
- 3- The following **document(s)** depending on your status (a, b, c or d) :

#### a) FOR STAFF OF UNIVERSITÉ PARIS-SACLAY

The **employer's certificate** that will have been automatically provided to you by your organisation's personnel department.

#### b) FOR CNRS EMPLOYEES

The **employer's certificate** issued by the CNRS personnel department.

#### c) FOR USERS FROM OTHER ORGANISATIONS SIGNING THE RESTAURANT AGREEMENT

(INSERM, INRAE, Institut Curie, Centre de protonthérapie, Institut d'optique Graduate school, INRIA...) :

- the form **to be downloaded from the website: <https://www.cesfo.fr> under the heading 'restaurants' or requested from the CESFO Restaurant Accounting Department** (tel.: 01 69 15 65 89), duly completed and **signed by the Director of the host laboratory** (group applications by laboratory);
- **pay slip less than three months old** or the **total amount of grants and salaries**;
- the **student card** for doctoral students and DEA trainees or other student trainees.

#### d) FOR PENSIONERS

**For the first year,**

- a **certificate from your former employer**, to be requested from the personnel department of the organisation to which you belonged,
- or a photocopy of your **pension slip, except for CNRS employees.**

**For subsequent years,** the CESFO membership certificate for the previous year will suffice for renewal.

**You will receive your new CESFO membership certificate by e-mail. Please keep it, as it confirms your membership status and allows you to take advantage of all the association's activities.**

**If you do not receive your certificate within 15 days, please contact the badges department on 01 69 15 65 89 or by e-mail at [caisses.cesfo@universite-paris-saclay.fr](mailto:caisses.cesfo@universite-paris-saclay.fr).**