## SED R012: ‘Request for information’

This SED starts the Business Use Case R\_BUC\_05. It is the request for information about a debtor (which could be either an individual or employer) in the requested Member State to assist recovery of the debt. It usually involves confirming a debtor’s whereabouts, financial status or their assets in the requested Member State.

In every case, you need to complete the following sections:

* Type of Claim
* Who it concerns (and then complete the relevant sections on Person or Employer)
* Declaration, and
* The information requested.

Please note that:

* The threshold of €350 applies unless you and the requested institution have agreed otherwise. This is because a request for information is used in relation to recovery.
* Requested information must concern claim which is not older than 5 years dating from the moment the instrument permitting the recovery was established.
* Where the request concerns an individual, you have to complete the Person section. The nationality in this section can be repeated if the individual has dual nationality.
* Where the request concerns an employer, provide the employer details.
* You can use the Local Case Number to link the case with one or more corresponding local cases for a Country and/or the specific Institution. This way a connection can be made between the corresponding local cases involved, which may be helpful when processing the case.
* Although not all the information is mandatory, you should provide as much as you can.
* You can attach documents to R012.

If however you don’t provide all of the information that the Counterparty needs in order to deal with your request, they will contact you to provide it.

In order to see the content and explanatory notes of the SED R012 please click [here.](../../OLD_Forms/R012_en.htm)