**SED R015 – Request for Notification**

This SED starts the Business Use Case R\_BUC\_06. It is the request for notification of an instrument or a decision (such as a court judgment) concerning a claim and/or its recovery to the debtor (person or employer) in another Member State.

In every case, you need to provide information on Type of Claim, Who it concerns, Declaration information, which documents are to be notified, the Notification form and provide a Timescale for sending the Reply.

Please note that for requests for notification related to recovery, the threshold of 350 euros applies unless you as Case Owner and the Counterparty concerned have an administrative agreement to apply a lower recovery threshold.

Document which is to be notified must concern claim that is not “older” than 5 years dating from the moment the instrument permitting the recovery was established.

Depending on whether you indicate that the SED concerns a person or an employer under '*Concerns*', the relevant section '*Person*' or '*Employer*' also becomes mandatory. When it concerns an Employer, it is optional to include details on related persons, relevant for this Employer. Please note that nationality in the section ‘*Person*’ can be repeated if the person has dual nationality.

The section '*Person*' is repeatable. So in cases of overpaid survivors benefits please provide data for the beneficiary **and** for the deceased insured person separately. If the debtor is a third person (e.g. a person who received the money after the death of a pension recipient or a liable heir) you can provide data for the debtor **and** for the deceased insured person **and** eventually also for the deceased recipient of the survivors benefit. This will help the Counterparty to assign the case correctly.

In the '*Timescale*' section, insert the deadline for notification as the last day for delivery of the document. If there is no legal deadline for notification under your national legislation provide a reasonable period for the Counterparty to complete the service of the document.

Optionally, the Local Case Number can be used 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.

Please remember to attach the document you want to be delivered to the debtor or send it separately by post if original version is necessary.

In order to see the content and explanatory notes of the SED R015 please click [here](../../OLD_Forms/R015_en.htm).