**SED R018 – Reply to request for recovery/precautionary measures**

The Counterparty uses this SED to reply to R017 - Request for recovery or precautionary measures SED. Depending on the circumstances of the case more than one reply can be sent. Each reply will have a different date.

The R018 reply may:

* state that the claim cannot be recovered or cannot be accepted and provide reasons; e.g.
	+ instalment agreement hasn't been reached;
	+ or debtor has no available assets;
	+ or debtor has assets but the Counterparty is not able to recover the debt from these assets in accordance with their own procedures.
* state that the debtor's details provided in the original request have changed and explain the impact on recovery;
* request additional information;
* request a decision about whether a proposal for payment by instalment is acceptable (in cases where prior consultation has been requested);
* provide an update on recovery in full, or in part. And if in part whether recovery has ceased or continues.

First you have to indicate who it concerns. Depending on whether you indicate that the SED concerns a person or an employer, 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 to reflect cases where data of more than one person is relevant for the assignment and proceeding of the case. Please use this section as often as it is used in the SED R017 request when you reply.

Depending on the circumstances of the case, you need to provide information in different sections.

* If the claim cannot be recovered or the request cannot be accepted, you should use the related section to explain why;
* The debtor details have changed section should be completed when the debtor details provided to you in the R017 request have changed. Indicate whether the recovery is to continue or has ceased because of this change;
* Use the Other relevant information section to provide the Case Owner with information not specifically covered elsewhere or to provide additional information for the previous sections. Also use this section to reply to a request for precautionary measures;
* If information is missing in the R017 request or you need additional information that could assist your recovery/precautionary measures, you should use the section Please provide the requested additional information;
* Use the payment by instalments section to provide details of any payment proposals from the debtor. Indicate whether you:
	+ require the Case Owner to confirm acceptance or
	+ have accepted it (because prior consent was given in R017 under 'agreement to accept payment by instalment').
* Use the Recovery of the claim section to indicate the status of the recovery of the claim and to inform the Case Owner on whether the recovery costs will be deducted from the amount recovered.

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.

It is possible to add attachments to R018.

In order to see the content and explanatory notes of the SED R018 please click [here.](../../OLD_Forms/R018_en.htm)