**SED P9000 – Reply to request for additional information (version 4 P-SEDs)**

1. **Introductory remarks**

This SED may be sent between institutions concerned under Art. 47(1)(4) and 76(1)(4) of Reg. 987/2009. It is a reply to a request for additional information made by using SED P8000. The information given in the SED P9000 is determined by the scope of the request in the SED P8000. Information which is communicated to other institutions without prior request has to be done with SED P10000 in P\_BUC\_06.

1. **Corresponding BUCs**
* P\_BUC\_01 – Old Age Pension Claim
* P\_BUC\_02 – Survivors Pension Claim
* P\_BUC\_03 – Invalidity Pension Claim
* P\_BUC\_05 – Ad hoc Request for Pension Information
* P\_BUC\_10 – Transitional Cases (conditionally approved)

### Content and handling

As a reply to SED P8000, the SED P9000 may contain:

1. identification information of a person,
2. medical documentation, medical report, medical checks – attached to SED P9000,
3. income information,
4. benefits information,
5. information on awarded benefits,
6. contact information of a person,
7. information necessary to apply national and EU rules against overlapping benefits/income,
8. payment data, like bank account number of a person concerned,
9. information on a representative/legal guardian of a person,
10. information on life/death of a person,
11. documents/certificates necessary to award a pension, to calculate amount of pension and to make payments,
12. necessary information for purposes of handling with offset procedures, e.g. when information provided in R-SEDs (being used for offset procedures, which means to request for deductions from pension arrears according to Art. 72 of Reg. 987/2009) is not sufficient to deal with request for deductions from pension arrears (and/or ongoing pension payments).

In case of a request for a specific SED (e.g. for SED P5000 insurance/residence periods) a reply may be made by sending the corresponding SED itself (SED P5000). In case of a negative reply (e.g. when it is not possible to send SED P5000 yet) it is necessary to send SED P9000 as a reply to SED P8000. You can make a reply on SED P9000 by ticking boxes or/and filling in points in sections 5-20 (boxes cover typical requests) or by using free text when tick boxes are not sufficient or you need to provide more appropriate information in free text. You can also state additional information (section 21) if necessary. It is possible to attach to SED P9000 any document/information which may be helpful for the institution which sent the request with SED P8000 to clarify the issue.

* P9000 is used as a reply to SED P8000
1. within a pension claim procedure:

- when completing information and/or documents for purposes of establishing the right to pension and for the calculation of pension, application of rules against overlapping benefits/income, etc., especially when SED P2000, SED P2100, SED P2200 or SED P3000xx does not contain all the information necessary to undertake a pension decision;

1. outside a pension claim procedure:
	1. To provide information and/or documents with a pension beneficiary (when a pension has been awarded), e.g. for purposes of avoidance of unduly payments, life/death control to avoid any errors or/and frauds at pension payments;
	2. In addition to offset procedures, as a request for information/SED/documents connected with a request for deductions according to Art. 72 of Reg. 987/2009, when an exchange of information by using Recovery SEDs is not sufficient to handle a request for deductions from pension arrears and from ongoing pension payments.
	3. As a reply to request for information and documents, when there is a claim for a national benefit and the claimant has not claimed for benefits from abroad.

If a SED (for example P5000) is requested by SED P8000, the reply may be the SED itself (SED P5000), without SED P9000. It is also possible to use SED P9000 to indicate information about sending a requested SED. In case of a negative reply (when it is not possible to send requested information/SED/document), SED P9000 must always be sent as a reply to SED P8000.

Section 2 (Insured person) must always be filled in. A person mentioned in this section is:

1. An insured person claiming for a pension - when an entitlement to pension derives from rights (based on insurance, residence) of this person (own right),
2. A deceased person - when a person mentioned in section 3 is a claimant of survivor’s pension.
3. An insured person not yet claiming for a pension.

Section 3 (Other person) should be filled in only when a request concerns a case of survivor’s pension, a dependant/ family member or a child.

In section 4 (Reference to request on SED P8000) reference should be made to a date of SED P8000 in which a request for information/SED/document has been made. It is necessary to provide reference to a person named in a specified section. A reply on SED P9000 may be connected with:

1. Insured person (section 2),
2. Other person (claimant for survivor’s pension, dependant / family member, child - section 3)

In section 4 it is necessary to provide reference to a person named in a specified section. It is allowed to make a reply (one or more items) in reference to only one person.

If there is a need to send a reply for more than one person, it is necessary to make a separate reply to each SED P9000 for each person.

### Type of replies

1. providing a specified document,
2. providing a specified SED,
3. providing a specified information,
4. providing a confirmation of information,
5. providing a specified person’s statement.

When it is not possible to send information/SED/document(s) which was requested on P8000, the institution sending SED P9000 makes a reply providing explanation on the reason for non-sending of the requested information/SED/document.

### Reply to a request for document(s)

When it is possible to send the requested document(s) the reply to a request for document(s) on SED P9000 is made in section 5 by indicating a type of document being sent. It is possible to choose among types of documents provided in point 5.1 or provide in point 5.2 additional information on documents. In point 5.1 you can choose for the reply multiple documents.

In point 5.2 you can provide additional information on the document which is being sent (you can explain in detail e.g. what kind of diploma is attached).

### Reply to a request for SED(s)

In case of a positive reply to a request for SED you should usually send a requested SED. This should be treated as sufficient.

If you would like to make some comments to the SED which has been sent by you as a reply to a request for SED made on SED P8000, you can provide these comments as explanations.

When it is not possible to send a requested SED, you should mention this in section 20 (in point 20.1.2 you should indicate which SED you are not able to send, and in point 20.2 you should provide a reason for not sending this SED).

### Reply to a request for information

1. in section 6 - by providing life/death information which means to provide information about death of a person including date of death, and/or place of birth of a person;
2. in section 7 - by providing information on attendance to school/training/higher studies; in point 7.1.5 you can provide detailed information on attendance in free text, if necessary;
3. in section 8- by providing current address of a permanent residence of the person; this field is not repeatable, because it is not possible to have more than one address of residence; in point 8.2 please fill in a date of change of the address if it is known;
4. in section 9– by providing the PIN (Personal identification number) of the person concerned who was asked for with SED P8000;
5. in section 10 - by providing family status including date of change of status if known;
6. in section 11 – by providing information who is the representative / legal guardian of the corresponding person, including her/his address;
7. in section 12 - by providing information on payment, section 12 includes 2 separate sets of information:
	1. indicating a way of payment of pension: payment to insured person, claimant or to representative / legal guardian;
	2. bank information of a person for purposes of pension payment (SEPA or Non SEPA account);
8. in section 13 - by providing contact information of a person, including telephone number, e-mail of a person;
9. in section 14 - by providing information on person’s benefit(s); it includes possibility to inform on:
	1. benefits which were paid in the past or/and are being paid at present,
	2. benefits which were claimed in the past or/and are being claimed at present,
	3. benefits which were rejected,
	4. benefits which were suspended,
	5. benefits which were reduced

This section is repeatable, so it is possible to inform about more than one benefit. E.g. the sending institution may inform that in 2017 a person was claiming for a pension, and about sickness allowance which is being currently paid. The point 14.1.15 Date of rejection of benefit means the date of a refusal decision on benefit. In point 14.1.16 you can provide other necessary information on benefit which may be helpful for the receiving institution.

1. in section 15 - by providing information on person’s activity, including occupation, start/end date of activity, type of activity and other necessary information. The information may refer to the present situation of the person or a past situation. This section is repeatable, so it is possible to provide more than one piece of information. In point 15.4 you can provide detailed information on person’s activity/non-activity.
2. in section 16 - by providing information on person’s income, including start date/end date of receiving income, amount, payment frequency, source (legal title) to income (e.g. employment contract, civil law contract, compensation from the budget). It is possible to refer to the present situation of the person or a past situation. In point 16.1.7 you can provide detailed information on person’s income.
3. in section 17 - by providing in free text reply to a request for other information not included in tick boxes or lists in SED P8000;
4. in section 18 - Confirmation of information

 Request for confirmation of information is made when the sending institution wants to verify from the receiving institution the information it possesses.

 Reply to a request for confirmation of information should be made in section 18.

 You can confirm or not confirm the requested information. The receiving institution can verify this information from registers, official evidences or other sources which allow verifying specified information.

 In case of non-confirmation, in point 18.3 you should provide reason why you do not confirm the information (differences). Additionally in point 18.4 the institution sending SED P9000 should in such a case provide different information in possession of this institution.

1. in section 19 - Statement of the person

In reply to a request for person’s statement the institution sending SED P9000 should:

1. Provide a person’s statement together with a date of statement made in this institution in section 19;
2. When it is not possible to provide a person’s statement – fill in section 20 point 20.1.1 and indicate in point 20.2 - 20.3.1 reason for not sending a statement.
3. in section 20 - Negative reply

When it is not possible to send information, SED, document, confirmation of information, person’s statement, you should fill in section 20.

In case of non-confirmation of information, the difference between points 18.2-18.3 and point 20.2 is that:

1. you should fill in points 18.2-18.3 if you are in possession of information but this information is different from the information provided by the institution which has sent a request for confirmation on P8000 (so you compared two pieces of information and found them different),
2. you should fill in point 20.2 if you are unable to check and compare the information, especially when you are not allowed to get access to the requested information according to a national law or you do not gather such information and have no possibility to check it (so it was not possible to compare and check the information at all).
3. in section 21 - Additional information:

It is possible to provide in section 21 any additional information which may be helpful for the receiving institution.

If in particular in such cases where information about the certified periods on SED P5000 was not sufficient and one institution had requested for detailed explanation or for additional information on periods, in SED P9000 (as a reply) further specification should be provided in free text in section 21.

### Attachments

It is possible to attach to SED P9000 a document/information which was requested by receiving institution on SED P8000 or which may be helpful for the receiving (requesting) institution.

In order to see the content and explanatory notes of the SED P9000 please click [here](../Forms/P9000_en.htm)