## SED P10000 - Transfer of additional information (version 4 P-SEDs)

1. **Introductory remarks**

This SED may be sent between institutions concerned under Art. 47(1)(4), 46(3), 48(2) of Reg. 987/2009. It is used to transfer information to another institution without a previous request. If there was a previous request on SED P8000 for additional information, the reply should always be made on SED P9000.

1. **Corresponding BUCs**
* P\_BUC\_01 – Old Age Pension Claim
* P\_BUC\_02 – Survivors Pension Claim
* P\_BUC\_03 – Invalidity Pension Claim
* P\_BUC\_06 – Notification of Pension Information
* P\_BUC\_10 - Transitional Cases (conditionally approved)
1. **Content and handling**

In SED P10000 the institution may provide e.g.:

1. Local case number,
2. Identification information of a person,
3. Documentation, medical report, medical checks,
4. Income information,
5. Benefits information,
6. Information on awarding benefit,
7. Contact information of a person,
8. Information necessary to apply national and EU rules against overlapping benefits/income,
9. Payment data, like bank account number of a person concerned,
10. Information on a representative/legal guardian of a person,
11. Information on life/death of a person,
12. Documents/certificates necessary to award a pension, to calculate amount of pension and to make payments,
13. Explanation of periods of insurance/residence confirmed on SED P5000, when it is necessary to provide explanation of such periods to the receiving institution;
14. Necessary information for purposes of handling with offset procedures within offset sub- process, e.g. when information provided in Recovery SEDs is not sufficient to deal with request for deductions from pension arrears and/or ongoing pension payments.
15. An institution can use SED P10000 by ticking boxes or/and filling in boxes which cover typical requests or by using free text, when tick boxes are not sufficient or there’s a need to provide appropriate information in free text. An institution can also use additional information if necessary.

It is possible to attach to SED P10000 any document/information/person’s statement, which may be helpful for the receiving institution.

SED P10000 may be sent within the pension claim BUCs (P\_BUC\_01 - Old Age Pension Claim, P\_BUC\_02 - Survivor’s Pension Claim and P\_BUC\_03 - Invalidity Pension Claim) which start with sending/receiving SED P2000 - Old Age Pension Claim, SED P2100 - Survivor’s Pension Claim, SED P2200 - Invalidity Pension Claim or separately outside a pension claim procedure in P\_BUC\_06 - Notification of Pension Information.

* SED P10000 is used
1. Within a pension claim procedure when completing information/data/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 - Old Age Pension Claim, SED P2100 - Survivor’s Pension Claim, SED P2200 - Invalidity Pension Claim or SED P3000xx - Country specific information does not contain all the information necessary to undertake a pension decision;
2. Outside a pension claim procedure;
3. To provide information/documents/confirmation/statement connected with a pension beneficiary (when a pension has been already awarded), e.g. for purposes of avoidance unduly payments, life/death control, for avoidance of any errors or/and frauds at pension payments;
4. In addition to offset procedures, to provide additional information/explanation/documents connected with a case of 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.

Above mentioned status (usage inside or outside a pension claim procedure) is not shown in SED P10000, so the way it is used should be understood by the context of sending it.

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

1. A person insured claiming for a pension - when entitlement to pension derives from rights (based on insurance, residence) of this person (own entitlement),
2. A person deceased - when a person mentioned in section 3 is a claimant of survivor’s pension.

Section 3 (Other Person) i.e. claimant of survivor´s pension, dependant/family member or child should be filled in only when SED P10000 concerns a case of survivor’s pension, a dependant/ family member or a child.

Section 4 (Relationship of the Dependant / Family Member or child to the insured person) should be filled in only when SED P10000 concerns a dependant / family member or a child.

In section 5 (Reference to the person) it is necessary to provide reference to a person named in a specified section. It is allowed to send one SED P10000 (including one or more information) in reference to only one person indicated.

* SED P10000 may be connected with
1. Insured person,
2. Other person (claimant of survivor’s pension, dependant / family member or child),

If in a particular case there is a need to send information/document/statement for more than one person, it is necessary to send a separate SED P10000 for each person.

* Types of transfer (for example)
1. address and contact information of a person,
2. pension information, like information on benefit, income, attendance to school, etc.,
3. medical documentation, medical report(s),
4. life/death information,
5. Information on withdrawal of pension claim,
6. claim for review made by pension claimant,
7. information on transfer of pension claim to a third institution,
8. person’s statement,
9. identification data, like PIN number,
10. additional explanation to information being sent in other SED, like SED P5000 (further explanation of periods),
11. Any other necessary pension information.
* Transfer of document(s)

Transfer of document(s) is made when it is necessary to provide the receiving institution with particular document(s). Document should be attached to SED P10000. When transferring document(s) the sending institution should fill in section 6. It is possible to choose documents from a predefined list in point 6.1 or to write down description or additional information on document(s) being sent in point 6.2. If there is no suitable document at choice in point 6.1 you should choose “Other document” and provide detailed description on it in point 6.2. In point 6.2 you can provide reason for sending document(s).

* Transfer of information

The sending institution may provide on SED P10000 information:

1. in section 7 - **Life/death information** which means information about death of a person including date of death, and/or place of birth of a person;
2. in section 8 - **Information on attendance to school/training/higher studies**; you can provide detailed information on attendance in free text, if necessary;
3. in section 9 - **Current address of a person**; this field is not repeatable, because it is not possible to have more than one address of residence; in point 9.2 please fill in a date of change of the address, if known;
4. in section 10 - **Family status** – by providing family status including date of change of status, if known;
5. in section 11 - **Information on the representative/legal guardian;** this section indicates information who is the representative/legal guardian of the corresponding person including her/his address;
6. in section 12 - **Information on payment;** it includes 2 separate sets of information:
7. indicating a way of payment of pension: payment to insured person, claimant or to representative/legal guardian;
8. bank information of a person for purposes of pension payment (SEPA or Non SEPA account);
9. in section 13 - **Contact information of the person**, including telephone number, e-mail of a person, address for correspondence or/and contact person at this address;
10. in section 14 - **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 a pension and about sickness allowance which is currently being paid. In point 14.1.15 “Date of rejection of benefit” means date of refusal decision on benefit. In point 14.1.16 you can provide other necessary information on benefits which may be helpful for the receiving institution.

1. In section 15 - **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 15.1 ticking the box “Voluntary worker” means that a person is running an activity but not as a gainful activity but non-gainful activity as a voluntary worker. Information on non-active person does not cover a situation of unemployment but refers to a situation when a person is not active and has no status of unemployed person. In point 15.4 you can provide detailed information on person’s activity/non-activity.

10. in section 16 - **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 a present situation of person or past situation. In point 16.1.7 you can provide detailed information on person’s income.

11. in section 17 **- Information on withdrawal of pension claim**

 When a person has withdrawn a pension claim the information on this should be immediately sent to the concerned institution(s).

 For this purpose the institution to which a withdrawal has been submitted should send SED P10000 in which it should provide the following information:

1. which MS is concerned by giving two letter code (ISO3166-1-alpha-2 code),
2. date of withdrawal,
3. comments, if necessary.

 It is important that a withdrawal always refers to a Member State, not to a particular institution, so it is not possible to indicate in this section any names of competent institutions, but always information on a concerned Member State should be provided.

 It is possible to provide information on withdrawal for more than one Member State.

 If a person has withdrawn pension claim in reference to one or more Member States it is obligatory to inform all the institutions concerned about all withdrawals.

1. in section 18 **- Claim for review according to Art. 48 (2) of Reg. (EC) No 987/2009**

 In case when a person receives [Portable Document P1](file://s01bfs2/hmerlokal/mer/ZWISCHENSTAATLICH/VO%20883_2004/elektron.%20Datenaustausch/Expertengruppe%20SEDs/Guidelines/PDs/PDP1.pdf), she/he may make use of the right to review. Claim for review may be submitted to a proper institution indicated in P1, but if a person submits a claim for review to the institution which is not responsible for handling it, the claim should be transferred to the competent institution whose decision has been questioned by this claim.

 In order to do so, the institution which received the claim for review transfers it to the competent institution by using SED P10000. In such a case a claim may be attached as document. If it is attached in point 18.3, “Yes” should be ticked.

 In this section detailed information on the claim and the date of its submission should be provided. Point 18.2 should refer to a pension claim procedure by indicating SED P7000 (Notification of Summary note) in which there was included information on P1 which was a basis for the review.

1. in section 19 - **Statement of the person**

 In individual cases it is necessary to send a person’s statement to the other institution. In this section the person’s statement should be provided together with the date of statement made in this institution.

 Sometimes it is possible for the sender of a SED P10000 to write a person’s statement on the SED P10000 without attaching any document to the SED.

 When it is necessary (a statement was submitted on a special form required by the national legislation, a statement was made in other language) it is possible to attach to SED P10000 person’s statement, but it is not obligatory in all the cases. If there’s a copy of a person’s statement as an attachment to SED P10000, the receiving institution should accept it, without requesting for the original document.

1. in section 20 - **Additional information**

 It is possible to provide any additional information in this section which may be necessary or helpful for the receiving institution. Especially it may be used when there were made bilateral institutional arrangements on exchanging extra pension data/information/documents between institutions within pension claim procedures.

* Providing information on transfer of pension claim

In some cases it may happen that the institution which receives pension claim SED P2000, SED P2100 or SED P2200 finds itself not competent to deal with pension claim in this case.

It may also happen that in one Member State there is another institution in the same Member State which also should deal with the pension claim.

Then the institution which received SED P2000, SED P2100 or SED P2200 may forward it:

1. to the competent institution – then only the other institution in the same Member State will take part in the pension claim procedure, confirm periods, issue a pension decision etc. (see Forward Case - AD\_BUC\_05), or
2. To the other competent institution in the same Member State which is also (additionally) competent to deal with pension claim – then the other institution will also take part in the pension claim procedure (see Add Participant – AD\_BUC\_03), confirm periods, issue a pension decision, so we may expect 2 confirmations of periods, 2 pension decisions, etc.

In such cases the institution which originally sent SED P2000, SED P2100 or SED P2200 should be informed about further transfers of pension claim to the other institution with the regarding Administrative SED.

* Transfer of identification data

It is possible to use SED P10000 to transfer identification data of a person.

*E.g. the institution which received SED P2000 may inform on SED P10000 the institution which sent it about its PIN number of a person. Exchanging PIN numbers between institutions by using SED P10000 is possible without previous requests.*

If there is a request for PIN number on SED P8000 a reply should always be made on SED P9000.

In order to see the content and explanatory notes of the SED P10000 please click [here](../Forms/P10000_en.htm)