**SED R025 – Notification of withdrawal or reduction of claim**

The Case Owner uses this SED to tell the Counterparty that the claim is withdrawn or reduced for reasons other than contestation. This SED may be used after R017 has been sent, and before recovery action has been completed.

Note that this SED should not be used for withdrawals or reductions following contestation. In that case SED R034 – Decision on contestation has to be used.

In every case, you need to provide information on who it concerns, the reason for withdrawal or reduction and the action required.

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 to reflect cases where data of more than one person is relevant for the assignment and proceeding of the case.

It is optional to provide information for the revised claim. You should only complete this Section if you are notifying a reduction in the claim(s) included in R017. The claim details section can be repeated when more than one claim is reduced. When the original debt consisted of more than one claim and not all of those claims are to be withdrawn, show the revised amounts for the withdrawn claims as 0.00. When re-calculating the revised debt, use the same exchange rate as you used within the R017.

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 R025.

In order to see the content and explanatory notes of the SED R025 please click [here.](../../OLD_Forms/R025_en.htm)