## SED F004 Request for clarifications

The SED F004 is used by both Case Owner and Counterparty together with SED F005 as a Request/Reply for clarification. This pair of SEDs is optional and can be used in different situations when there is a need for clarification, verification or the need for further information.

The basic situation, however, is when a Member State is unsure if it agrees with the decision on competence which it has received from the other Member State e.g. with SED F001 or SED F002.

The communication with the help of SEDs F004 and F005 can also be carried out after notification of a disagreement of a provisional decision, for communication after decision or in the case of a disagreement after negotiation with SED F002.

Please note that when SED F004 is used for obtaining further information about the grounds for the provisional decision, the communication has to take place within a two months´ time obtaining limit.

In every case, you need to provide information on the 'Claimant' and 'Information on child(ren)'.

'Clarify the grounds for your decision' section:

You fill in the 'Type of decision' and the 'Date of your decision'. Specify the 'Grounds of disagreement' by indicating the relevant option, and when needed specify 'Additional grounds for disagreement'.

'Claimant', 'Information on spouse or partner', 'Information on other person', and 'Information on child(ren)' sections:

You complete the necessary information for the claimant/spouse/ partner/other person/ child(ren) for the Other Member State. The town of birth is necessary for several Member States to identify the person without PIN. Therefore, the town of birth is a mandatory field if the person is not identified with PIN. If the town of birth is not known, explicitly write "unknown" in that field. If the person's family name at birth is different from the father's or mother's family name, then mention the father's or mother's family name at the person’s birth. The person may have had different types of addresses; if he or she has been employed outside of the country of residence, he or she may have had an address of stay e.g. the address in the country he or she was employed in. If the entire family is living together and it has been confirmed, there is no need to repeat the address of the person.   
State for the person whether there is 'Entitlement to family benefits' or not in your Member State and mention (if available) the dates of entitlement. If the person is not covered by social security in the sending Member State for 'Other reason', please explain the reason for the non-entitlement.

'Claiming authority' section:

Only complete this section if the child(ren) is(are) in care of an Authority, Organisation or Department which is claiming family benefit. Please specify the 'Reason for authority claim'.

It is possible to add attachments to F004.

In order to see the content and explanatory notes of the SED F004 please click [here.](Forms/F004_en.htm)