**SED U012 – Request for monthly Follow-up - Export**

With this SED the competent institution (Counterparty) can ask the assisting institution (Case Owner) with which the jobseeker (petitioner) is registered for the information concerning follow-up of the jobseeker’s situation on a monthly basis. The request is only sent once; the reply has to follow on a monthly basis.

Monthly follow-up is normally requested already in the respective section of Portable document (PD) U2. However, if the competent institution (Counterparty) did not indicate the request for monthly follow-up in PD U2 and wishes to do so later in the process of export, or if the jobseeker was not able to present PD U2 upon his or her registration with the assisting institution (Case Owner), the competent institution can use SED U012 to request monthly follow-up later on at any time during the export period.

The monthly follow up consists only of the information whether the person is still registered and complies with the control procedures (yes / no). Regardless of whether the monthly follow up was requested or not, the assisting institution (Case Owner) has to inform the competent institution (Counterparty) about any circumstances which might affect the entitlement to UB without delay with SED U010.

**SED U013 has to follow on a monthly basis.**

[In order to see the content and explanatory notes of this SED please click here](Forms/U012_en.htm).