

**APPROVED**

# International Process Guidelines

## FB\_BUC\_03 – Additional family benefits for orphans

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**Document history:**

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### FB\_BUC\_03 – Additional family benefits for orphans

**Description:** The role of the FB\_BUC\_03 is to allow Institutions in several Member States to communicate the necessary information to implement the provisions concerning additional family benefits for orphans.

- The process can be started either by the request message F018 'Request for insurance length period of additional benefits' if there is more than one counterparty whose legislation provides additional or special family benefits for orphans.

If there is more than one Member State involved, the Member States will reply to F018 using F019 'Reply for insurance length period of additional benefits'. The goal of this exchange is to find out in which of the Member States the longest period of insurance or residence was completed. SEDs F018 and F019 are used when the Member State where the family benefit matter is handled is unsure if there are any insurance or residence periods in one of the Member States which provide additional family benefits for orphans (*Belgium, Ireland, France, Denmark, Malta, Sweden and the United Kingdom*) or if it thinks that the deceased person has fulfilled insurance or residence periods in several Member States. All Member States will receive the F019s as a reply to F018. Once all the F019 have been received, the Case Owner could send a F020 'Information on priority for additional benefits', if it thinks it is necessary, thus presenting the order of the Member States based on the information provided in F019s. A new form F021 'Application for additional benefits' will be sent to the Member State that is considered to have priority for the additional family benefits for orphans. F021 is sent only to this Member State.

- Alternatively the process can be started by the message F021 'Application for additional benefits' if the deceased person has been insured only in one counterparty whose legislation provides additional or special family benefits for orphans;

If the Member State who is competent for family benefits discovers that the deceased person has been insured only in one of these Member States it will send SED F021 'Application for additional benefits' directly to the Member State whose legislation provides additional or special family benefits for orphans.

SED F021 can also be used if there is a change of circumstances for the family members.

**Legal base:** The legal basis of the FB\_BUC\_03 lies in Article 61 of Regulation No 987/2009. The following table specifies the SEDs used in this BUC and documents the Articles that provide the legal basis for each SED:

SED	Basic Regulation No 883/2004		Implementing Regulation 987/2009
	Art. 69	Art. 81	Art. 61
F018 Request for insurance length period of additional benefits	✓		✓
F019 Reply for insurance length period of additional benefits	✓		✓
F020 Information on priority for additional benefits	✓		✓
F021 Application for additional benefits	✓	✓	✓

#### Request-reply SEDs:

REQUEST SED	REPLY SED(s)
F018 - Request for insurance length period of additional benefits	F019 - Reply for insurance length period of additional benefits

**Glossary of relevant terms used in FB\_BUC\_03:**

<b>Term used</b>	<b>Description</b>
<i>Case Owner</i>	Institution of a Member State that handles the family benefit claim on behalf of the petitioner. The Case Owner initiates the determination of the Member State responsible for the additional family benefit.
<i>Counterparty</i>	Institution of a Member State that was addressed by the Institution of the Member State in which the petitioner has filed his claim. It provides information about the length of the insured period of the deceased parent in the respective Member State.
<i>Petitioner</i>	A person that applies for additional family benefits for orphans.

## How to start this BUC?

In order to help you understand the FB\_BUC\_03 we have created a set of questions that will guide you through the main scenario of the process as well as possible sub-scenarios or options available at each step along the way. Ask yourself each question and click on one of the hyperlinks that will guide you to the answer. You will notice that in some of the steps where it is allowed to use the additional horizontal and administrative sub-processes they will be listed under the step description.

### What is my role in the social security exchange of information I have to complete?

If you are the Competent Institution of a Member State that is being petitioned by a person to determine the proper additional family benefits for orphans and you require information from at least one other country, your role will be defined as the **Case Owner**.

You must not require information from another Member State if your Member States provides additional or special benefits for orphans itself, since in this case you will be competent to treat the case.

[I am the Case Owner.](#) (step CO.1)

If you are the Competent Institution that receives a request for information from another country to assist in the determination of the responsible Institution for additional benefits for orphans, your role will be defined as the **Counterparty**.

[I am the Counterparty.](#) (step CP.1)

### CO.1 Who do I need to exchange information with?

As the Case Owner, your first step in any new request of information will be to identify the Member State or Member States that you need to exchange information with. The second step is to identify the relevant Institution in these Member States that are responsible for the information you require. In this Business Use Case, the Institution can be chosen only among the institutions responsible for the family benefits sector. This activity will define the Counterparty or Counterparties you will be working with in the gathering of information. You should select all potentially responsible Member States and the appropriate Institutions for all deceased parents of the petitioner at this point.

[I need to identify the Counterparties.](#) (step CO.2)

[I have identified the Counterparties I need to contact.](#) (step CO.3)

### CO.2 How do I identify the correct Institutions to exchange information with?

In order to determine the relevant Competent Institution(s) from another Member State(s) you will need to consult the Institution Repository (IR). The IR provides an electronic record of all current and previous Competent Institutions and Liaison Bodies that have been responsible for the cross border coordination of social security information for each of the relevant Member States.

Please note that the Liaison Body should be chosen only if it is impossible to identify the correct Competent Institution in the respective Member State or if the case is handled by the Liaison Body.

To access the IR please use the following [link](#).

[I have now identified the Competent Institutions from the Member States I need to contact.](#) (step CO.3)

**CO.3 Is there more than one deceased parent in the same case, who has periods of insurance or residence in another Member State, which is providing additional family benefits for orphans?**

[No, there is only one deceased parent.](#) (step CO.4)

[Yes, there is more than one deceased parent.](#) (step CO.5)

**CO.4 Did I identify one or more relevant institutions from other Member States potentially responsible for providing the additional family benefit for orphans?**

If the deceased parent of the petitioner has periods of insurance or residence in more than one other Member State that provides additional family benefits for orphans the Case Owner has to determine which Institution is responsible.

If the deceased parent has been insured in only one Member State which provides additional family benefits for orphans, the Competent Institution from that Member State is responsible. Likewise, if it is only a matter of changes in circumstances related to an already granted family benefit, the responsible Institution is the Competent Institution that granted the benefit.

[Since there is only one relevant Institution, I can immediately determine the responsible Institution.](#) (step CO.8)

[Since there is more than one potentially relevant Institution, I have to determine which Institution is responsible.](#) (step CO.5)

**CO.5 How do I request information about periods of insurance or residence from the selected Counterparties?**

The next step in the international process is to fill out the 'Request for insurance length period of additional benefits' [SED F018](#) for the deceased parent and send it to all Counterparties which are responsible for the Member State in which this deceased parent had periods of insurance or residence. Each Counterparty will reply with a 'Reply for insurance length period of additional benefits' [SED F019](#). You repeat this step in case if there are several deceased parents.

[I have received a SED F019 for each SED F018 I have sent to the Counterparties and I do not need to get information for any other deceased parents in the same case.](#) (step CO.6)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)

[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)

[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)

[I want to close the case due to unexpected information or because it has reached a conclusion \(AD\\_BUC\\_01\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to remove a participant from this case \(AD\\_BUC\\_04\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F018 \(AD\\_BUC\\_06\).](#)

[I want to remind a Counterparty of a SED F019 that it needs to send to all Participants or information it needs to send to me \(AD\\_BUC\\_07\).](#)



[I want to update the information contained in the sent SED F018 \(AD\\_BUC\\_10\).](#)

#### CO.6 Do the SEDs F019 indicate only one Member State with additional benefits for orphans in which the deceased person has or the deceased persons have been insured?

The [SEDs F019](#) show that the deceased parent has or the deceased parents had periods of insurance in only one Member State if all other Counterparties state that no periods of insurance of the deceased person are on record. In this case, it is optional to send a [F020](#) to inform all Counterparties about the priority. However, if more than one other Member State has recorded relevant insurance periods, a F020 is mandatory.

[The SEDs F019 implicate only one Member State and I do not want to send SEDs F020 to the Counterparties.](#) (step CO.8).

[The SEDs F019 implicate only one Member State but I nevertheless want to send a F020 to all Counterparties.](#) (step CO.7)

[The SEDs F019 implicate more than one Member State.](#) (step CO.7)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)

[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)

[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)

[I want to close the case due to unexpected information or because it has reached a conclusion \(AD\\_BUC\\_01\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to remove a participant from this case \(AD\\_BUC\\_04\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F018 \(AD\\_BUC\\_06\).](#)

[I want to remind a Counterparty of a SED F019 that it needs to send to all Participants or information it needs to send to me \(AD\\_BUC\\_07\).](#)

[I want to update the information contained in the sent SED F018 \(AD\\_BUC\\_10\).](#)

#### CO.7 How do I set priorities for the responsible Institution?

The [SED F019](#) contains information about the length of insurance periods in all relevant Member States. The institution from the Member State with the longest insurance period is responsible. Once you have determined this institution, the next step in the international process for you is to fill out the 'Information on priority for additional benefits' - [SED F020](#) and send it to all Counterparties which have received a [SED F018](#) before.

[I have sent the SED 020 to all Counterparties to which I previously sent a F018.](#) (step CO.8)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)

[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)

[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)  
[I want to close the case due to unexpected information or because it has reached a conclusion \(AD\\_BUC\\_01\).](#)  
[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)  
[I want to remove a participant from this case \(AD\\_BUC\\_04\).](#)  
[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)  
[I want to invalidate the sent SED F018 or F020 \(AD\\_BUC\\_06\).](#)  
[I want to update the information contained in the sent SED F018 or F020 \(AD\\_BUC\\_10\).](#)

#### CO.8 How do I inform the responsible institution?

The last step is to fill out and send the 'Application for additional benefits' - [SED F021](#) to the responsible institution. In general, you do not receive a specific reply to the F021.

The Business Use Case ends here.

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)  
[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)  
[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)  
[I want to close the case due to unexpected information or because it has reached a conclusion \(AD\\_BUC\\_01\).](#)  
[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)  
[I want to remove a participant from this case \(AD\\_BUC\\_04\).](#)  
[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)  
[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)  
[I want to invalidate the sent SED F018, F020 or F021 \(AD\\_BUC\\_06\).](#)  
[I want to update the information contained in the sent SED F018, F020 or F021 \(AD\\_BUC\\_10\).](#)

#### CP.1 I received a message from the Case Owner. What do I do?

You could either have received a 'Request for insurance length period of additional benefits' - [SED F018](#). This means that the Case Owner has identified multiple potentially responsible institutions in Member States and you are one of them. The SED F018 was sent to determine the actual responsible institution among these potentially responsible institutions.

Alternatively, you could have received an 'Application for additional benefits' - [SED F021](#). This means you have been determined as the responsible institution in another Member State by the Case Owner.

[I have received a SED F018 from the Case Owner.](#) (step CP.2)

[I have received a SED F021 from the Case Owner.](#) (step CP.9)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)  
[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)  
[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)  
[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)  
[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)  
[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)  
[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)  
[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

### CP.2 What do I do after I received a 'Request for insurance length period of additional benefits' SED F018 from the Case Owner?

After you received a [SED F018](#) you fill out a corresponding 'Reply for insurance length period of additional benefits' SED F019. You need to send the [SED F019](#) to all other case participants.

[I have sent a SED F019 to all other case participants.](#) (step CP.3)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)  
[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)  
[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)  
[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)  
[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)  
[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)  
[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)  
[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)  
[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

### CP.3 Did the Case Owner send an additional 'Request for insurance length period of additional benefits' SED F018 for a different parent of the petitioner?

If more than one parent of the petitioner is deceased, the Case Owner may separately inquire about insurance periods for each parent.

[Yes, I have received an additional SED F018 for a different parent of the petitioner.](#) (step CP.1)

[No, I have not received any more SED F018 in this case.](#) (step CP.4)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)  
[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)  
[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)

[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)

[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

#### CP.4 Did at least one deceased parent in question have periods of insurance in the Member State I represent?

[Yes, at least one deceased parent in question had periods of insurance or residence in the Member State I represent.](#) (step CP.5)

[No, none of the deceased parents in question had periods of insurance or residence in the Member State I represent.](#) (step CP.6)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)

[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)

[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)

[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)

[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

#### CP.5 What do I do if I sent a 'Reply for insurance length period of additional benefits' SED F019 for each of the 'Request for insurance length period of additional benefits' SED F018 I received and at least one deceased parent had an insurance period in the Member State I represent?

The Case Owner assesses the information it received via [SED F019](#).

If there are at least two institutions in other Member States who have had periods of insurance or residence in their records, the Case Owner has to prioritize which of these institutions is the responsible institution. This prioritization is achieved through sending the 'Information on priority for additional benefits' [SED F020](#) to all Counterparties.

If there is only one institution in another Member State which actually has periods of insurance or residence in its records, the Case Owner might only send an 'Application for additional benefits' [SED F021](#) directly to this institution.

[I have received a SED F020 from the Case Owner which indicates that my institution has priority.](#) (step CP.7)

[I have received a SED F020 from the Case Owner which indicates that my institution does not have priority.](#) (step CO.8)

[I have received a SED F021 from the Case Owner.](#) (step CP.9)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)  
[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)  
[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)  
[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)  
[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)  
[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)  
[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)  
[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

**CP.6 What do I do if I sent a 'Reply for insurance length period of additional benefits' SED F019 for each of the 'Request for insurance length period of additional benefits' SED F018 I received but none of the deceased parents in question had periods of insurance or residence in the Member State I represent?**

You may or you may not receive 'Information on priority for additional benefits' [SED F020](#). This depends on the Case Owner and if it thinks that it is necessary. In any case, you will not be the responsible institution in this scenario. Therefore, the Business Use Case ends here for you.

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)  
[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)  
[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)  
[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)  
[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)  
[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)  
[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)  
[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)  
[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

**CP.7 What do I do if I received 'Information on priority for additional benefits' SED F020 which indicates that my institution does have priority?**

The [SED F020](#) shows that you do have the priority to handle this case. You are going to receive an 'Application for additional benefits' [SED F021](#) from the Case Owner.

[I have received a SED F021 from the Case Owner.](#) (step CP.9)

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)  
[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)  
[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)  
[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)  
[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)

[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)

[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

#### **CP.8 What do I do if I received 'Information on priority for additional benefits' SED F020 which indicates that my institution does not have priority?**

The [SED F020](#) shows that you do not have the priority to handle this case any further. You are not the responsible institution for this case. The Business Use Case ends here.

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)

[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)

[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)

[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)

[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

#### **CP.9 What do I do after I received an 'Application for additional benefits' SED F021 from the Case Owner?**

You have received a [SED F021](#) and were therefore determined as the responsible institution by the Case Owner. Please process the application according to your national rules and procedures.

The international Business Use Case ends here.

Sub-process steps available to the Case Owner at this stage:

[I want to exchange additional information not foreseen in the case-specific SEDs \(H\\_BUC\\_01\).](#)

[I want to exchange information necessary to determine residence \(H\\_BUC\\_02\).](#)

[I want to notify a change of applicable legislation \(H\\_BUC\\_03a\).](#)

[I want to request information about a change of applicable legislation and the corresponding date \(H\\_BUC\\_03b\).](#)

[I want to exchange Personal Identification Numbers \(H\\_BUC\\_05\).](#)

[I want to notify institutions in other Member States about the death of an insured person within the ongoing case \(H\\_BUC\\_07\).](#)

[I want to add another participant to this case \(AD\\_BUC\\_03\).](#)

[I want to forward the case to another Institution in my Member State \(AD\\_BUC\\_05\).](#)

[I want to invalidate the sent SED F019 \(AD\\_BUC\\_06\).](#)

[I want to remind a participant of information that it needs to send to me \(AD\\_BUC\\_07\).](#)

[I want to update the information contained in the sent SED F019 \(AD\\_BUC\\_10\).](#)

## BPMN diagram for FB\_BUC\_03

Click [here](#) to open the BPMN diagram(s) for FB\_BUC\_03.

### Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in FB\_BUC\_03:

- [SED F018 – Request for insurance length period of additional benefits](#)
- [SED F019 – Reply for insurance length period of additional benefits](#)
- [SED F020 – Information on priority for additional benefits](#)
- [SED F021 – Application for additional benefits](#)

### Horizontal sub-processes

The following horizontal sub-processes are used in FB\_BUC\_03:

- [H\\_BUC\\_01 Subprocess: Ad-Hoc exchange of information](#)
- [H\\_BUC\\_02 Subprocess: Determine Residence](#)
- [H\\_BUC\\_03a Subprocess: Change of Legislation Applicable – Notification](#)
- [H\\_BUC\\_03b Subprocess: Change of Legislation Applicable – Request for Information](#)
- [H\\_BUC\\_05 Subprocess: Exchange of PIN](#)
- [H\\_BUC\\_07 Subprocess: Notification of Death](#)

### Administrative sub-processes

The following administrative sub-processes are used in FB\_BUC\_03:

- [AD\\_BUC\\_01 Subprocess – Close Case](#)
- [AD\\_BUC\\_03 Subprocess – Add Participant](#)
- [AD\\_BUC\\_04 Subprocess – Remove Participant](#)
- [AD\\_BUC\\_05 Subprocess – Forward Case](#)
- [AD\\_BUC\\_06 Subprocess – Invalidate SED](#)
- [AD\\_BUC\\_07 Subprocess – Reminder](#)
- [AD\\_BUC\\_10 Subprocess – Update SED](#)

The following sub-processes are used for the handling of exceptional business scenarios that arise due to the exchange of social security information in an electronic environment and can be used at any point in the process:

- [AD\\_BUC\\_11 Subprocess – Business Exception](#)
- [AD\\_BUC\\_12 Subprocess – Change of Participant](#)