

The Administrative Commission
For the Coordination
of Social Security Systems



Explanatory notes



This symbol next to a section/field, means that this section/field can be repeated. Just copy/paste the section/field, the number of times you need.

If this symbol is placed on a list of items, it means that you can choose several items in the list.

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This symbol next to a section/field means that this section/field is mandatory and must be filled in

1	Case number of the sending institution	Institution case or file number of the sending institution (if forthcoming)
2	Case number of the receiving institution	Institution case or file number of the receiving institution (if forthcoming)
3	Other institutions concerned	List of other institutions that are involved in the case. Information includes institution information, the institutions case-number and their PIN for the insured person
4	Institution code	Identification number of the institution
5	Institution name	Name of the institution
6	Insurance number (PIN)	Personal identification number of the insured person
7	Case number	Institutions case or file number for the case
8	Insured person	Identification information of the insured person
9	Place of birth	Town, region and country where the person was born
10	Father family name at birth	If the person's family name at birth is different from the father's family name at birth, then mention the father's family name at birth
11	Mother family name at birth	If the person's family name at birth is different from the mother's family name at birth, then mention the mother's family name at birth
12	Nationality	country code given in ISO3166-1-alpha-2 code, if the person has several nationalities all the nationalities should be stated by repeating this field
13	Address	Postal location of the person, representative or authority in question: either street address or PO Box address, country given in ISO3166-1-alpha-2 code
14	Region	Name of region (if essential)
15	Claimant (survivor's pension)	Identification information of the claimant if it is different from the insured person (to be filled in only in survivor's pension applications)
16	Certification of the insurance/residence periods of the insured person	Information on the insurance/residence periods of the insured person by institutions.
17	Context of transmission	00 other (e.g. outside the pension claim; for information) 10 Old-age pension 20 Survivors pension 30 Invalidity pension

- 18 Period Date of the beginning and the end of the insurance/residence periods. If the period is not based on time/ not affected in time, fill in from 00.00.0000 to 00.00.0000.
- 19 Total Number Length of periods:
Length of periods presented in years (if necessary in fractions), quarters, months (if necessary in fractions), weeks, days.

Unit of periods:
Y years
Q quarters
M months
W weeks
D/5 days (5 days a week)
D/6 days (6 days a week)
D/7 days (7 days a week)
If there are different units for one period, fill in the length for each unit.
If the length of the period is presented in days, the number has to be filled in the left part and the code for the unit (5, 6, 7) has to be filled in the right part of the column "D".
- 20 Type Type of insurance/residence periods under Art. 1 (t+v) of Regulation 883/2004
10 compulsory contributory periods
11 compulsory contributory periods - employed
12 compulsory contributory periods - self employed
13 compulsory contributory periods - unemployed
20 voluntary contributory periods
21 voluntary contributory periods - employed
22 voluntary contributory periods - self employed
23 voluntary contributory periods - unemployed
30 periods of residence
40 equivalent periods: periods without further specifications
41 equivalent periods: periods of sickness / incapacity to work
42 equivalent periods: periods of unemployment without benefits
43 equivalent periods: periods of military service
44 equivalent periods: periods of training or studying
45 equivalent periods: periods of child raising
46 equivalent periods: periods of receipt of pension benefits
47 equivalent periods: periods of pregnancy or maternity
48 equivalent periods: periods of receiving pre-retirement benefits
49 equivalent periods: periods of unemployment with benefits
50 equivalent periods: period during which has been granted the invalidity benefit
51 equivalent periods: periods of dependent person care
52 equivalent periods: fictitious periods after the beginning of invalidity, the date of death or the start of a pension
- 21 Contingency relevance Contingency relevance under article 6 of Regulation 883/2004 under the legislation in the sending Member state
001 for Invalidity pension only
010 for Survivors pension only
011 for Survivors and Invalidity pension only
100 for Old-age pension only
101 for Old-age pension and Invalidity pension only
110 for Old-age pension and Survivors pension only
111 general function for all pension benefits (also to be used, if under national legislation there is no distinction between pension benefits)
- 22 Country Member State under whose legislation the insurance/residence periods are generated (given in ISO3166-1-alpha-2 code).

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|----|--|---|
| 23 | Scheme | <u>Scheme under article 51 of Regulation 883/2004</u>
00 general
01 employment
02 self employment
03 civil servant
04 miner
05 residence
06 farmers
07 mariner (undefined)
08 others |
| 24 | Occupation | <u>Occupation under article 51 of Regulation 883/2004</u>
Four digit code of occupation (given in ISCO-08 code).
If the occupation is unknown, use the code 0000. |
| 25 | Information on calculation | <u>Information on calculation under articles 52, 57 of Regulation 883/2004 under the legislation in the sending Member state</u>
000 no function
001 for Invalidity pension only
010 for Survivors pension only
011 for Survivors and Invalidity pension only
100 for Old-age pension only
101 for Old-age pension and Invalidity pension only
110 for Old-age pension and Survivors pension only
111 general function for all pension benefits (also to be used, if under national legislation there is no distinction between pension benefits) |
| 26 | Total length of periods of insurance/residence | Total length of periods for entitlement and information on calculation. |