

COMMISSION

ADMINISTRATIVE COMMISSION OF THE EUROPEAN COMMUNITIES ON SOCIAL SECURITY FOR MIGRANT WORKERS

DECISION No 192

of 29 October 2003

concerning the conditions for implementing Article 50(1)(b) of Council Regulation (EEC) No 574/72

(Text with EEA relevance)

(2004/324/EC)

THE ADMINISTRATIVE COMMISSION OF THE EUROPEAN COMMUNITIES ON SOCIAL SECURITY FOR MIGRANT WORKERS,

Having regard to Article 50(2) of Regulation (EEC) No 574/72, pursuant to which it is required to fix the methods for implementing Article 50(1) of the said Regulation,

Having regard to Article 81(a) of Council Regulation (EEC) No 1408/71 of 14 June 1971 on the application of social security schemes to employed persons, to self-employed persons and to members of their family moving within the Community⁽¹⁾, pursuant to which it is required to deal with all administrative questions arising from Regulation (EEC) No 1408/71 and subsequent regulations,

Having regard to Article 2(1) of Regulation (EEC) No 574/72, pursuant to which it is required to draw up models of certificates, certified statements, declarations, applications and other documents necessary for the application of the Regulations, and under which these documents may be distributed among institutions either by using paper forms or by transmitting standardised electronic messages via telematic services,

Having regard to Article 81(d) of Regulation (EEC) No 1408/71, pursuant to which it is required to foster and develop cooperation between Member States by modernising the necessary procedures for the exchange of information, in particular by adapting the information flow between institutions to telematic systems, taking account of the state of the art of information-processing in each Member State, first and foremost with a view to speeding up the granting of benefits,

Whereas:

Having regard to Article 117 of Council Regulation (EEC) No 574/72 of 21 March 1972 fixing the procedure for implementing Regulation (EEC) No 1408/71⁽²⁾, pursuant to which it is required, on the basis of studies and proposals from the Technical Commission on Data Processing, to adapt the models of certificates, certified statements, declarations, claims and other documents as well as the routing channels and data-transmission procedures used for the implementation of the Regulation and of the implementing Regulation to new data-processing technologies,

(1) It is appropriate to specify the conditions for the implementation of Article 50(1)(d) of Regulation (EEC) No 574/72 and to establish model forms for the implementation of the said Article.

(2) It is necessary to foster and facilitate the exchange of information on the insurance history of workers who have moved within the European Union before the minimum pensionable age in the States concerned, or any other procedure which makes it possible to inform workers of their rights in good time and speed up the subsequent settlement of those rights.

(3) Decision No 118 of 20 April 1983 must be amended and updated.

⁽¹⁾ OJ L 149, 5.7.1971, p. 2.

⁽²⁾ OJ L 74, 27.3.1972, p. 1.

HAS DECIDED AS FOLLOWS:

The institutions referred to in Article 50(1)(b) of Regulation (EEC) No 574/72 shall draw up the insurance history of workers who have been subject to the legislation of two or more Member States in accordance with the provisions set out below.

1. The institutions concerned shall draw up the insurance history of a worker no later than one year before the date on which he or she will reach the minimum pensionable age.

(a) either at the worker's request to one of these institutions;

(b) or at the initiative of one of the institutions concerned.

2. Institutions shall provide other institutions that have to draw up insurance histories with full information (registration data and periods completed) relating to the careers of workers who have been insured in other Member States.

Depending on their technological capabilities, institutions shall make this information available by telematic means (see point 2.1), online consultation (see point 2.2) or any other means or procedures. Failing this, they shall use the paper-based procedure described in point 2.3.

The choices regarding the timing and method of data exchanges shall be made by Member States, taking account of the characteristics of their pension systems, and may be the subject of agreements between their competent authorities or institutions.

2.1. In the case of data transmission by telematic means, an institution drawing up an insurance history shall contact the local competent institutions via the designated bodies in its own country and in the other Member States concerned. Requests and replies must be formatted in line with forms E 503 and E 505 respectively. For these exchanges, the institutions concerned shall comply with the common architecture rules, especially with regard to security and use of standards, and the provisions for the operation of the common part of telematic services laid down by the Administrative Commission pursuant to Articles 117a and 117b of Regulation (EEC) No 574/72.

2.2. In the case of online consultation, an institution drawing up an insurance history shall use the insurance history drawn up by the other institution in line with form E 505.

2.3. Where the paper-based procedure is used as the default option, an institution drawing up an insurance history shall send an E 503 form to the institutions in all the other countries of employment of which it is aware. In reply, each institution concerned shall provide an E 505

form giving details of the person's insurance history under the legislation it applies. The paper-based procedure does not require the involvement of the designated bodies.

The authorities of two or more Member States, after consulting the Administrative Commission, may agree to use forms other than E 503 or E 505 or to establish different arrangements for implementing this procedure.

2.4. For the purposes of this Decision, the 'designated body' shall be:

AUSTRIA: Hauptverband der Österreichischen Sozialversicherungsträger, Vienna

BELGIUM: L'Office National des pensions pour travailleurs salariés (ONP) Rijksdienst voor pensioenen (RVP), Brussels

DENMARK: Den Sociale Sikringsstyrelse, København (National Social Security Agency), Copenhagen

FINLAND: Eläketurvakeskus (ETK), Helsinki

FRANCE: Caisse Nationale d'Assurance Vieillesse (CNAV), Paris

GERMANY: Verband Deutscher Rentenversicherungsträger — Datenstelle der deutschen Rentenversicherung (VDR — DSRV), Würzburg

GREECE: L'Idryma Koinonikon Asfaliseon (IKA), Athens

IRELAND: Department of Social and Family Affairs, Dublin

ITALY: Istituto Nazionale della Previdenza Sociale (INPS), Rome

LUXEMBOURG: Centre Commun de la Sécurité Sociale, Luxembourg

NETHERLANDS: Sociale Verzekeringsbank, Amsterdam

PORTUGAL: Instituto de Solidariedade e Segurança Social (ISSS)/Centro Nacional de Pensões, Lisbon

SPAIN: Tesorería General de la Seguridad Social (TGSS)/Instituto Nacional de la Seguridad Social (INSS), Madrid

SWEDEN: Riksförsäkringsverket, Stockholm

UNITED KINGDOM: Department for Work and Pensions, International Pension Centre, Newcastle-upon-Tyne

- 2.5. The model forms E 503 and E 505 to be used for the paper-based procedure are attached to this Decision.
3. If the legislation of a Member State sets a minimum age for the granting of a survivor's pension, the institutions concerned shall, in similar manner, draw up the insurance history of a deceased worker no later than one year before the date on which survivors will reach the minimum age of entitlement to a survivor's pension.
4. This Decision, which replaces Decision No 118 of 20 April 1983, shall be published in the *Official Journal of the European Union*. It shall apply with effect from 1 January 2004.

*The Chairman of the Administrative
Commission*
Giuseppe MICCIO

EUROPEAN COMMUNITIES
Social Security Regulation
EEA *
Switzerland

E 503

Data of issue ⁽¹⁾Sending country ⁽¹⁾

REQUEST FOR INFORMATION ON INSURANCE HISTORY OF A WORKER

(Regulation (EEC) No 574/72: Article 50(1)(b))

1	Institution to which the form is addressed
1.1	Name
1.2	Code number
1.3	Address (street, town, post code, country)
2	Insurance numbers
2.1	In receiving country ⁽³⁾
2.2	In sending country
3	Names and sex
3.1	Surname ⁽⁴⁾
3.2	Surname at birth ⁽⁴⁾
3.3	Forenames ⁽⁵⁾
3.4	Previous names ⁽⁶⁾
3.5	Sex ⁽⁷⁾
3.6	Father's surname and forenames ⁽⁸⁾
3.7	Mother's surname and forenames ⁽⁸⁾
4	Details of birth and nationality
4.1	Date of birth ⁽⁹⁾
4.2	Place of birth ⁽¹⁰⁾
4.3	Province or department ⁽¹¹⁾
4.4	Country ⁽¹²⁾
4.5	Nationality ⁽¹³⁾
5	Address ⁽¹⁴⁾
.....	
6	Remarks ⁽¹⁵⁾
.....	

7	Issuing institution
7.1	Name
7.2	Code number
7.3	Address (street, town, post code, country)
7.4	Stamp
7.5	Date
7.6	Signature

INSTRUCTIONS

The institution drawing up the insurance history of the worker (issuing institution, section 7) should send an E 503 form to each of the institutions concerned in the known countries of employment (institution to which the form is addressed, section 1). In reply, each of the latter institutions forwards an E 505 form to the first institution.

NOTES

- (*) EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purposes of this Agreement, the present form shall apply also to Iceland, Liechtenstein and Norway.
- (**) EU-Switzerland Agreement on the Free Movement of Persons, Annex II, Social Security: for the purposes of this Agreement, the present form shall apply also to Switzerland.
- (1) The format of this data is left to the discretion of the sending institution.
Symbol of the country to which the sending institution belongs:
B = Belgium; DK = Denmark; D = Germany; GR = Greece; E = Spain; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = Netherlands; A = Austria; P = Portugal; FIN = Finland; S = Sweden; UK = United Kingdom; IS = Iceland; FL = Liechtenstein; N = Norway; CH = Switzerland.
- (2) This data is necessary for Danish nationals (state the Danish CPR number and, where appropriate, the ATP number), for Greek nationals (state the insurance number and the codification of the institution issuing the form) and for United Kingdom nationals.
This is also desirable for all the other Member States.
- (3) For surname please state usual surname or surname acquired by marriage.
The surname at birth must always be given; if same as current surname, put '*idem*'.
Explanations such as 'known as ...' or 'also known as ...' and all prefixes to surnames must be written in full and in the proper order.
- (4) Give all forenames in the proper order.
- (5) Previous names should be stated particularly in the case of adoption or where bynames have become current.
Explanations such as 'known as ...' or 'also known as ...' must be written in full in the proper order.
- (6) M for male and F for female.
- (7) This information is required for French nationals born outside metropolitan France.
- (8) The day and the month should be shown by two digits each and the year by four digits (example: 1 August 1921 = 01.08.1921).
- (9) For French towns comprising several arrondissements, please give the number of the arrondissement (example: Paris 14).
- (10) This information must be provided in the case of insured persons of French or Italian nationality.
Here the territorial division in which the place of birth is located should be stated, e.g. in the case of France if the commune of birth is Lille, the department of birth should be given as 'Nord' followed by the area code if known to the insured person, in this case: 59; the complete entry should read: 'Nord 59'. In the case of Italy, if the commune of birth is Rimini, the province of birth should be given as Forlì.
- (11) Symbol of the insured person's country of birth abbreviated as in the international motor vehicle registration code.
- (12) Symbol of the insured person's country of nationality abbreviated as in the international motor vehicle registration code.
- (13) The insured person's present address written in accordance with the usage of the country of residence.
For insured persons of Danish nationality, please also give the last address in Denmark under the heading 'Remarks'.
- (14) This section is reserved for any comments considered necessary (last address in Denmark or in the Netherlands should be entered here).
Provinces in Italy where the activity in question was carried out.

EUROPEAN COMMUNITIES
Social Security Regulations
EEA *
Switzerland

E 505

Sending country ⁽²⁾Date of issue ⁽¹⁾Type of communication ⁽³⁾

CERTIFICATE CONCERNING THE INSURANCE HISTORY OF A WORKER

(Regulation 574/72: Article 50(1)(b))

1	Institution to which the form is addressed ⁽⁴⁾
1.1	Name
1.2	Code number
1.3	Address (street, town, post code, country)
2	Insurance numbers ⁽⁵⁾
2.1	In receiving country
2.2	In sending country
3	Names and sex
3.1	Surname ⁽⁶⁾
3.2	Surname at birth ⁽⁶⁾
3.3	Forenames ⁽⁷⁾
3.4	Previous names ⁽⁸⁾
3.5	Sex ⁽⁹⁾
3.6	Father's surname and forenames ⁽¹⁰⁾
3.7	Mother's surname and forenames ⁽¹⁰⁾
4	Details of birth, nationality and death
4.1	Date of birth ⁽¹¹⁾
4.2	Place of birth ⁽¹²⁾
4.3	Province or department ⁽¹³⁾
4.4	Country ⁽¹⁴⁾
4.5	Nationality ⁽¹⁵⁾
4.6	Date of death ⁽¹⁶⁾
5	Address ⁽¹⁷⁾
.....	
6	Remarks ⁽¹⁸⁾
.....	

[illegible]

12. Total duration of insurance or total duration or periods completed in the sending country that are treated as periods under social security schemes
- periods that must be taken into consideration for the acquisition of
Days Weeks Months Quarters Years
- periods that must be taken into consideration only for the calculation of benefits ⁽²⁴⁾
Days Weeks Months Quarters Years

13. Comments on columns 7-11

.....

14	Issuing institution
14.1	Name
14.2	Code number
14.3	Address (street, town, post code, country)
14.4	Stamp
14.5	Date
14.6	Signature

INSTRUCTIONS

The form should be drawn up by the issuing institution for the periods of insurance completed under the legislation applied by that institution. Each institution concerned should fill out a form for the periods completed under the legislation which it administers and send it to the body which is drawing up the insurance history.

This form does not replace forms E 205 and E 206.

This form should be completed in block letters. It consists of two pages, neither of which may be left out even if it does not contain any relevant information.

NOTES

(*) EEA Agreement on the European Economic Area, Annex VI, Social Security: for the purposes of this Agreement, the present form shall apply also to Iceland, Liechtenstein and Norway.

(**) EU-Switzerland Agreement on the Free Movement of Persons, Annex II, Social Security: for the purposes of this Agreement, the present form shall apply also to Switzerland.

(1) The format of this data is left to the discretion of the sending institution.

(2) Symbol of the country to which the sending institution belongs:

B = Belgium; DK = Denmark; D = Germany; GR = Greece; E = Spain; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = Netherlands; A = Austria; P = Portugal; FIN = Finland; S = Sweden; UK = United Kingdom; IS = Iceland; FL = Liechtenstein; N = Norway; CH = Switzerland.

(3) Type of communication

Specify in the box the code of the processing mode applied to the corresponding E 503 form:

Code 31: *identification without divergencies*

- No discrepancies were found between the data provided on the E 503 form and those recorded in the national master file.
- The insurance number is given.

Code 32: *identification with divergencies*

- Slight discrepancies were detected between the information provided on the E 503 form and the data held in the national master file.
- The insurance number is given. The data held in the master file are specified in paragraphs 3 to 5.

Code 33: *identification impossible (homonymy)*

- Several insured persons recorded in the national master file may correspond to the insured person named in the E 503 forms.
- The insurance number is not given.

Code 34: *identification impossible (forms cannot be processed)*

- It appears that the data shown on the E 503 form cannot be processed owing to illegibility or because the prescribed rules governing format were not adhered to.
- The insurance number was not given.

Code 35: *identification impossible (no details regarding affiliation)*

- Several insured persons recorded in the national master file have the same identity as the person named on the E 503 form.
The lack of details of affiliation makes it impossible to distinguish between them.
- The insurance number is not given.

Code 36: *identification impossible (implausible data)*

- It appears that the data shown on the E 503 form are implausible: a check is indispensable.
- The insurance number is not given.

(4) The institution to which the form is addressed is the institution which sent the E 503 form (see section 7 of that form).

(5) Insurance numbers

At the institution to which the form is addressed:

- state the number entered on the E 503 form.

At the issuing institution:

- this information is necessary where the worker has been registered or identified with or without divergencies.

(6) For surname, please state usual surname or surname acquired by marriage.

The surname at birth must always be given; if same as current surname, put '*idem*'.

Explanations such as 'known as' or 'also known as' and all prefixes to surnames must be written in full in the proper order.

(7) State all forenames in the proper order.

(8) Previous names should be stated particularly in the case of adoption or where bynames have become current.

Explanations such as 'known as' or 'also known as' must be written in full in the proper order.

(9) M for male and F for female.

(10) This information is required for French nationals born outside metropolitan France.

(11) The day and the month should be shown by two digits each and the year by four digits (example: 1 August 1921: 01.08.1921).

(12) For French towns comprising several arrondissements, please give the name of the arrondissement (example: Paris 14).

(13) Information necessary in the case of French or Italian nationality.

Here, the territorial division in which the place of birth is located should be stated (e.g.: in the case of France, if the commune of birth is Lille, the department of birth should be known as 'Nord' followed by the area code if known to the insured person, in this case: 59; the complete entry should read: 'Nord 59'. In the case of Italy, if the commune of birth is Rimini, the province of birth should be given as Forlì).

- (¹⁴) Symbol of the insured person's country of birth abbreviated as in the international motor vehicle registration code.
- (¹⁵) Symbol of the insured person's nationality abbreviated as in the international motor vehicle registration code.
- (¹⁶) The day and the month should be shown by two digits each and the year by four digits (example: 1 August 1921: 01.08.1921).
- (¹⁷) Present address of the insured person in accordance with the criteria valid for the country of residence.
- (¹⁸) This section is reserved for any comments considered necessary (last address in Denmark or in the Netherlands should be entered here).
- (¹⁹) Indicate in chronological order all the periods completed in the country of the institution that fills in the form, using one line per period.
The institutions should keep the information in the same unit of time as they received it.
- (²⁰) Nomenclature of the type of period completed (codification in Annex 6 to the document implementing Decision No 192).
- (²¹) The sending institutions can provide additional data on the periods of insurance history in question. It would be expedient to refer to the list of codes of each Member State provided in Annex 6 to the documents implementing Decision No 192.
- (²²) State the insurance scheme (the codification of the insurance scheme of each Member State is present in Annex 6 to the document implementing Decision No 192).
- (²³) To be completed for the countries which have a specific scheme for miners only for the periods completed under that scheme. This column must be completed for the countries which do not have a specific scheme for miners, if the insured person has worked in the mines. Please specify one of the following codes:
1 = surface work
2 = underground work
3 = not specified.
- (²⁴) The values must be totalised without conversion.
-