

User Manual - Certification of Insurance/Employment Periods in another EU Country (Form U1) Application

Department of Social Security




This manual was developed by the International Relations Unit in order to help you fill an online application for a request for Certification of Insurance/Employment Periods in another EU Country (Form U1) in a complete and correct manner.

Note: This manual was written for information purposes and does not have legal strength whatsoever.

For More Information

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The International Relations Unit makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information in our records. We are bound not to disclose information about you with other persons or organizations outside the International Relations Unit, unless this is permitted by the law. The International Relations Unit treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

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The Scope of the Application

The U1 form certifies your periods of insurance and employment or self-employment completed in any EU country for unemployment benefits purposes.

If you are moving from one EU country to another, before you leave you can request a U1 form from the employment service or the social security institution you are currently insured with for unemployment benefits. This is your right but not an obligation.

The Stages of the Application

The application for the U1 form passes through these stages:

1. The filling and submission of the form by the applicant: The applicant fills in the application with the requested details and submits the application to the International Relations Unit.
2. The Application Process: The officials of the International Relations Unit check the application to ensure that all the information was provided in a complete and correct way. If this is not the case, the Unit may contact you to request additional information.

Compilation of the Application and General Notes

You do not need any account to submit an application. The electronic form consists of these parts:

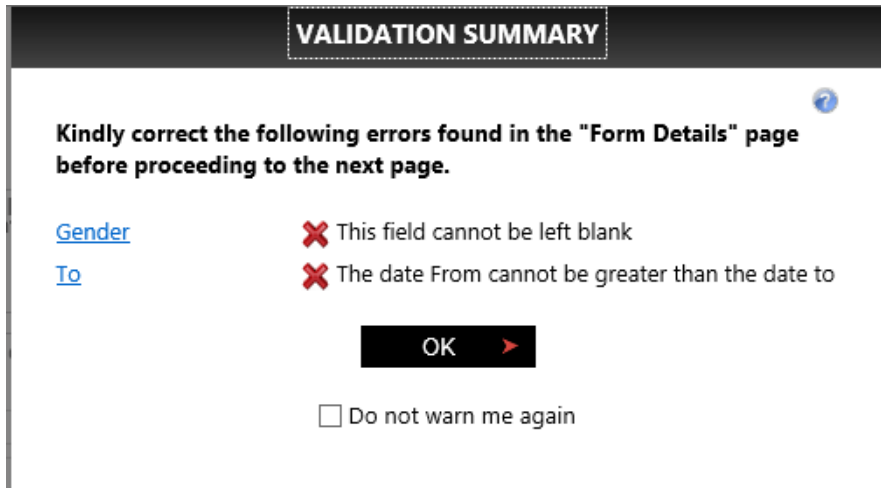
1. Form Details
2. Attachments
3. Submit

Each part of the application form is found in a different page. You may browse through the different pages by selecting from the dropdown list on the top part of the page. You may also use the 'PREVIOUS' or 'NEXT' buttons to return to the previous page, or to go to the next page respectively. It is important to use the form buttons only and not the browser navigation buttons so as not to lose any information already submitted in the application.



The selection dropdown list and the navigation buttons

Please note that you cannot proceed from one page of the application to another unless you have entered all the information marked as mandatory, in that page or if you have entered information which is not in the requested format. If this happens, the system will inform you about the errors or missing information by means of a dialog box.



Dialog box with a notification message of missing information and another message of an invalid format.

If for some reason, you would like to skip from one section to another without filling the required details, tick the 'Do not warn me again' check box and proceed to click on the 'OK' box. After this, you may switch from one part to another without any restriction. However, at the end, you will not be allowed to submit the application before you have filled all the mandatory details.

Page no. 1: Personal Details

This form is divided into six (6) sections:

1. Personal Details of the Holder
2. Type of Employment
3. Periods of Insured Employment

4. Periods of Self Employment
5. Income Details – From Employment
6. Reason for End of Employment

It is important to note that the fields marked with an asterisk (*) are mandatory which means that the application cannot be submitted without these fields having been filled in.

In the 'Personal Details of the Holder' section, you are requested to enter your **name**, **surname**, **social security number**, **surname at birth** (where applicable) and **place of birth** by typing in the textboxes. You are also required to enter your **gender** by ticking the appropriate radio button, your **nationality** by selecting it from the dropdown list and your **date of birth**. This can be entered by writing in the textbox or else by using the calendar which appears when you access the textbox. In case you are using the calendar, select the year from the upper part, select the month by using the arrows from the upper part and finally select the day by clicking on the appropriate number. You then need to enter your last address in Malta. You need to type in the **Street and Door Number** followed by the **Post Code** in their respective textboxes. Indicate the **Town** by selecting from the dropdown list.

1. Personal Details Of The Holder:

Name * Surname * Social Security Number Gender *
 Joe: Borg B987654 Female Male
 Surname at birth: Place of Birth: Date of Birth * Nationality *
 Gwardamangia 06/12/1981 Malta

Please indicate your last address in Malta

Street, N° Post Code
 79, Tower Road SLM 1600

Country * Town *
 Malta SLIEMA

Email address * Confirm Email Address *
 joeborg061281@hotmail.com joeborg061281@hotmail.com

Section 1: Personal Details of the Holder

The next section is very straightforward. You just need to tick on the appropriate checkbox/es to indicate whether during your employment in Malta, you were employed, self-employed or both.

In the third section, enter the **periods of insured employment**, if you were an employee. Kindly note that insurance periods under the Maltese scheme are calculated from Monday to Sunday. Therefore, the 'From' field should always correspond to a Monday and the 'To' field should always correspond to a Sunday. You may wish to use the calendar functionality to facilitate this. In case you started working on any other day of the week, please insert the first Monday following the start date of your employment or self-employment, counting the number of weeks of Social Security contributions..

3. Periods of Insured Employment

From	To	From	To
02/05/1994	31/10/1999		
06/11/2000	18/01/2004		
19/11/2007	08/05/2016		

Section 3: Periods of Insured Employment

In the fourth section, enter the **periods of self employment**, if applicable, while also including the type of **activity carried out** (e.g: Vendor, Plumber etc). In the field 'From' and 'To' kindly indicate the **start date** and **end date** of weeks of Social Security contributions paid as per receipts of payments issued by the Department of Inland Revenue.

4. Periods of Self Employment

From	To	Activity
09/02/2004	30/09/2007	Hairdresser

Section 4: Periods of Self Employment

This section requests the income details. In the field 'From' and 'To', kindly indicate the **start date** and **end date** of your employment as per Section B of your FS3 document. In the field 'Wage', you are to indicate the **total gross emoluments before any tax and social security deductions** as indicated in Section C of your FS3 document.

5. Income Details - From Employment		
From	To	Gross Wage (EUR)
02/05/1994	31/10/1999	7214.17
06/11/2000	18/01/2004	11250.66
19/11/2007	08/05/2016	15368.92

Section 5: Income Details – From Employment

In the last section of this page, which is mandatory, you just need to indicate the **reason for termination of your last employment** by selecting the appropriate radio box. This reason should correspond to the reason indicated in the ETC termination form.

6. Reason For End Of Employment *	
<input checked="" type="radio"/> Termination by employer	<input type="radio"/> Resignation by the employee
<input type="radio"/> Contract terminated by mutual consent	<input type="radio"/> Contract expired
<input type="radio"/> Dismissal for disciplinary reasons	<input type="radio"/> Redundancy
<input type="radio"/> Other (employment)	<input type="text"/>
<input type="radio"/> Other (self-employment)	<input type="text"/>

Section 6: Reason for End of Employment

Page no. 2: Attachments

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In this page, you can upload the attachments required by the International Relations Unit. These documents enable the Unit to verify that the information in the application is indeed valid.

This page displays the full list of attachments. This does not necessarily apply in its entirety for your application. The attachment list is as follows:

Attachment Name	When Applicable?
Copy of Identification Document with photo (ID card / Passport)	Always
ETC Form from last employment	If you were employed
All FS3s	If you were employed
IRD Receipts re-payment of SSC	If you were self-employed

To upload a file, click on the blue link which bears the name of the relevant attachment. As soon as you do this, a dialog box will be displayed. Click on the 'Browse...' button and search for the file that you need to upload by means of the dialog box which appears as soon as you click on the button. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). Continue by clicking on 'UPLOAD'. A dialog box will appear that confirms that the file was attached. Click on the 'OK' button to return to the attachment page where you should see the file listed in the attachment list. You may add more files by repeating the process.

If you want to upload another file but for a different attachment, or if you want to return to the page that lists all attachments, click on the 'Return to Attachments' button which is found in the top part of the page. This process must be repeated for every attachment that you wish to upload.



The Dialog Box which allows you to upload the Attachment for the ETC Form from last employment

If you want to view the document that you uploaded, from the attachments page, click on the blue link of the desired document and the document will open.

If you want to delete a document, from the same page, tick the box () near the link so that this is marked in black () and continue by clicking on the blue link "Delete Selected Documents". A dialog box will appear which prompts you to confirm the deletion of the selected document. Click on the 'OK' button to confirm or 'Cancel' to retain the document. When you click on 'OK', a dialog box will appear which confirms that the document has been deleted. Click on 'OK' to return to the attachments page.

Once all the required documents are uploaded, in the attachments page, click on 'CLOSE' button to proceed to the next section.

Page no. 3: Submit

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In this last stage of the application form, you can submit the application. The application may be submitted by clicking on the green 'SUBMIT' button. After clicking this button, a message will confirm that the application has been sent, unless there is any missing content which is mandatory. You will also receive an email confirming the submission. Both the message and the email include the application reference number.



The green button which submits your application

You may wish to withdraw the application by clicking on the red 'WITHDRAW' button. When you do this, a dialog box appears which prompts you to confirm your selection. To confirm the withdrawal of the application, click on the left button ('WITHDRAW'). If you want to return to the application without withdrawing it, click on the right button ('CANCEL').



The red button which withdraws your application

Please note that since this online application is carried out without the need of a user account, the save button is deactivated which means that you will not be able to save the application for future submission.

The International Relations Office will vet your application and if you are eligible and all the required information was correctly and completely submitted, you will receive an email with an attached U1 certificate which you can print and/or save for future use.



The Email with the attached certificate

There may be cases where the International Relations Unit returns your application. This is done so that you can correct mistakes which you have committed and/or to allow you to include any

missing information. When this occurs, you will receive an email that includes a link that enables you to open your application with the details you had already entered.



The Email for the returned application which contains the instructions for resubmission

After you click on the link, the application is launched with the Comments page being displayed. Here, you can view the comments by the International Relations Unit that indicate what you need to amend/add. Proceed to the applicable page/s and effect the required changes. After doing so, you can resubmit the application in the same manner you did before.