

## EU national wishes to import their benefit

4. When a European Union (EU) customer attends a Jobcentre to register they should have the following documentation:

- an EU authority known as a portable document U2
- an E303 if they come from Iceland, Switzerland, Liechtenstein or Norway. These countries should be dealt with under the old procedures and they should claim JSA.
- a letter from their EU employment office authorising them to look for work in the United Kingdom (UK).

5. Most customers from other EU countries will not have a National Insurance number (NINO) because they have never previously worked or tried to find work in the UK.

6. There is no need for the customer to have a NINO as they will not be claiming Jobseekers Allowance (JSA (C)). However, they may wish to apply for a NINO as they are work seekers and it may be easier to obtain employment if they already have a NINO.

## Portable Document U2

7. Form U2 is:

- a standard form used by all the countries in the EU to give information about a customer's entitlement to exported unemployment benefit;
- issued when a customer who wishes to seek work in another EU country qualifies for exportable unemployment benefit. Some countries may still be issuing the old E303 which can be treated as a U2.

8. Depending on which EU country the customer is from, the EU employment office issues form U2 to:

- the customer to produce at the UK Jobcentre; or
- the Jobseekers and Benefit Enhancement Section (JBES) of International Pension Centre (IPC) at Newcastle upon Tyne. This is the case for 6 EC member states.
- addition, the EU employment office issues a letter to the customer to produce at the UK jobcentre.

9. The portable document U2 informs the customer of the date by which they must register at the UK Jobcentre in order to receive payment of continuous benefit.

10. To make sure there is no break in their claim, the customer must register for employment in the UK within 7 days of the date shown.

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