Registration guidelines for new ELDA clients outside Austria

Step 1)

Entry in the supplementary register for natural persons: please complete the application for entry into the supplementary register for natural persons using this link, and submit the form together with the documents – scanned in colour and with a resolution of at least 300 dpi – to post.szrb@bmf.gv.at.

Step 2)

Obtain an insurance number: in order to register with ELDA, you need an insurance number; you will receive this from the Umbrella Association of Austrian Social Insurance Institutions (DVSV). The ELDA Competence Center will be happy to obtain this number for you. Please send an email with the subject 'Versicherungsnummer' and containing your full name, address, date of birth and a copy of your passport to elda@oegk.at. We will inform you as soon as you have been assigned an insurance number.

Step 3)

Activate your mobile phone signature: if your mobile phone supports cell broadcast, you can apply for the activation of your mobile phone signature in person at a registration office (a list of these offices is available here). NB: if a person relevant to your company is resident in Austria, you can instruct them to authenticate on behalf of your company, saving you the need to travel to Austria. For all further steps regarding ELDA registration (such as being assigned a client password), please visit our home page.

Alternative: registration via eIDAS (= EU Login). Please note: you can only register with ELDA this way if you already have an Austrian insurance number (→ step 2 above). As soon as you click on 'Anmelden mit EU-Login' ('Sign in with EU Login'), you will see which EU Member States currently participate in eIDAS (electronic IDentification, Authentication and trust Services). If the symbol of the national flag of your country of origin is shown, the national eIDs have already been recognised and you can register for ELDA via eIDAS.

• Click on '*Anmelden mit EU-Login*' ('Sign in with EU Login').

• Select your country.

• You will be forwarded to your usual application environment.

• Log in with your eID as usual.

• After successful registration, you will be automatically routed back to ELDA for registration.

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REGISTERING with ELDA

1. Filling in the registration form

Log in with your personal mobile phone signature under the '*Registrierung zu ELDA*' ('Register with ELDA') menu item on the right-hand side, and fill in the registration form.

You can find more information about the signature at www.buergerkarte.at.

 Please make sure you enter your email address correctly, otherwise your registration cannot be completed.

Once all the fields have been filled, the registration is completed by means of a mobile phone signature.

2. Registration confirmation

After successfully registering, you will receive an email with the data entered for verification, and a link to confirm your email address.

Registration is not complete until you confirm via this link (you may be required to log in again using your mobile phone signature).

3. Activation by the ELDA Competence Center

Clients are activated by ELDA Competence Center staff. Upon receipt of the access data, the ELDA services can be used.

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Registration

1. Cause/purpose of submitting a notification

A person must be registered for mandatory insurance before taking up work. Electronic registration must be completed once a registration has been filed at the workplace.

2. Requirements

The employer must have a contribution account number. The insured person must have an insurance number, or must have requested one by the time of registration.

3. Notification deadline

Employers must register all employees (both fully and partially insured persons) with the competent health insurance provider. If registration has been performed at the workplace, electronic registration must be completed within 7 days of the start of the mandatory insurance.

4. Process and procedure

A notification will only be deemed to be complete if the information is transmitted to the competent health insurance provider via ELDA. Notifications submitted in other ways, in particularly on paper, by email or by telephone, are not considered completed.

The first monthly contribution basis report (mBGM) to be submitted confirms or corrects the information in the completed registration, and thus the nature and scope of the insurance. This step thus completes the reporting obligation.

As a rule, a valid insurance number (VSNR) must be stated on the registration. If the insurance number is not yet known, it must be applied for at the latest at the same time as the submission of the registration by means of a notification requesting an insurance number. In this case, the date of

birth and the reference value of the insurance-number request notification must be stated on the registration. In exceptional cases where, at the time of registration, it was impossible to provide the insurance-number request confirmation, the reference to the insurance-number request notification must be accompanied by a supplementary declaration. The creator of the notification is informed of the insurance number via the social security clearing system (*SV-Clearingsystem*).

5. Notification specifics

After registration, the employee must be provided with a copy of the registration without delay. Failure to provide the employee with this is an administrative offence punishable by an administrative fine handed down by the district administrative authorities.

The reporting obligation is ultimately fulfilled by the electronic submission of the application and the subsequent timely submission of the mBGM.

6. Legal basis

Section 33 of the General Social Security Act (*Allgemeines Sozialversicherungsgesetz*, ASVG)

Section 41 ASVG

7. Form completion guide: Registration

'*Dienstgeber*' ('Employer') and competent '*Versicherungsträger*' ('Insurance provider'): where there are several contribution accounts, be careful to select the correct competent insurance provider and the contribution account number assigned by it. The length of the contribution account number must conform to the format specifications of the insurance provider in question. If necessary, it must be prefixed with leading zeros to reach the required length (for example, an eight-digit contribution account number is 00123456). Otherwise, there may be limitations in the social security clearing system. Special characters and letters are not allowed.

Data of the insured person (FANA, VONA), '*Versicherungsnummer*' ('Insurance number', VSNR) or '*Geburtsdatum*' ('Date of birth', GEBD) and '*Referenzwert der VSNR-Anforderung*' ('Reference value of insurance-number request', REFV): the 10-digit insurance number must be entered without spaces. The '*Geburtsdatum*' ('Date of birth') field is only mandatory if the person concerned does not yet have an insurance number or if their insurance number has not yet been disclosed via the social security clearing system. The 'Insurance number' field then remains in the default position. However, in these cases, in addition to the date of birth, the reference value of the insurance-number request notification – which should ideally have been submitted prior to electronic registration – must be provided. The reference value itself is automatically assigned in the background (for example, by your payroll accounting software) for a unique identification of each electronically submitted notification. It is mainly used to establish a clear link between interdependent notifications. In this case, the notification will be linked to the insurance-number request notification and the registration to be submitted. This helps to ensure that the registration is processed correctly. Furthermore, the reference value is of key importance within the social security clearing system. The reference value of the insurance-number request notification can be carried across in ELDA.

NB: if the reference value of the insurance-number request notification is not provided at the time of registration, a subsequent notification to the same effect is required by means of a registration correction notification.

'*Anmeldedatum*' ('Registration date', ADAT): Enter the date of commencement of employment, which is the date on which mandatory insurance starts. The field remains blank if the respective person is only subject to an occupational pension (*betriebliche Vorsorge*, BV).

'*Beschäftigungsbereich*' ('Field of employment', BBER): indicate whether the insured person is a labourer (*Arbeiter(-in)*), a clerical worker (*Angestellte*), an apprentice labourer (*Arbeiterlehrling*) or an apprentice clerical worker (*Angestelltelehrling*). The category *Sonstige Personen ohne KV-Schutz* (other persons without health insurance cover) includes people in special insurance situations, such as certain employees of universities or the Chamber of Commerce. This option must not be selected for marginal employees; they must be exclusively classified as either labourers or clerical workers. All other selection options, such as civil servants, asylum seekers, retrainees, etc., are only needed by certain reporting authorities and institutions, and generally play no role for private employers.

'*Geringfügig*' ('marginal', GERF), '*freier Dienstvertrag*' ('freelance contract', FRDV) and '*Betriebliche Vorsorge ab*' ('Occupational pension from', BVAB): these fields must be completed accordingly. Occasionally, only registration for occupational pension may be required (for example, if the employment relationship is subject to Austrian labour law and thus to the Company Employees' and Self-Employed Persons' Pension Act (*Betriebliches Mitarbeiter- und Selbständigenvorsorgegesetz*, BMSVG), but does not establish a mandatory insurance scheme in Austria). In this case, the '*Anmeldedatum*' ('Registration date') field must be left in the default position and, in addition to the other information relating to the field employment, the marginality and the existence of a freelance contract, only the start of the occupational pension must be reported.

8. Correcting a registration

This type of notification serves to correct an incorrect start of mandatory insurance and/or occupational pension, and to retroactively provide the reference value of the insurance-number request notification if it was impossible to provide this information at the time of registration.

9. Form completion guide: correcting a registration

'*Referenzwert der ursprünglichen Meldung*' ('Reference value of original notification', REFU): the automatically assigned reference value (for example, by your payroll accounting software) of the registration to be corrected must be provided here. If the registration submitted at that time has already been corrected, the reference value of the most recently submitted registration correction notification must be provided. The reference value of the respective notification to be corrected can be carried across in ELDA.

'*Dienstgeber*' ('Employer') and competent '*Versicherungsträger*' ('Insurance provider'): where there are several contribution accounts, be careful to select the correct competent insurance provider and the contribution account number assigned by it. The length of the contribution account number must conform to the format specifications of the insurance provider in question. If necessary, it must be prefixed with leading zeros to reach the required length (for example, an eight-digit contribution account number is 00123456). Otherwise, there may be limitations in the social security clearing system. Special characters and letters are not allowed.

'*Versicherungsnummer*' ('Insurance number', VSNR) or '*Geburtsdatum*' ('Date of birth', GEBD) and '*Referenzwert der VSNR-Anforderung*' ('Reference value of insurance-number request', REFV): If the reference value of the insurance-number request notification was not provided with the registration submitted at the time, it must now be provided means of a correction notification. In these cases,

provide both the date of birth and the reference value of the insurance-number request notification. The '*Anmeldedatum*' ('Registration date') and '*richtiges Anmeldedatum*' ('correct declaration date') field must both be filled with the (already reported) date of commencement of mandatory insurance. This applies correspondingly to the '*Betriebliche Vorsorge ab*' ('Occupational pension from') field. If the person concerned is subject only to the occupational pension, then the '*Anmeldedatum*' ('Registration date'), '*richtiges Anmeldedatum*' ('correct registration date') and '*Betriebliche Vorsorge ab*' ('Occupational pension from') fields must be filled with the start date of the occupational pension.

'*Anmeldedatum*' ('Registration date', ADAT), '*richtiges Anmeldedatum*' ('correct registration date', RDAT), '*Betriebliche Vorsorge ab*' ('Occupational provision from', BVAB): If only the start date of mandatory insurance needs to be corrected, the '*Anmeldedatum*' ('Registration date') field must be filled with the original (incorrect) registration date. The correct (new) registration date must be provided in the '*richtiges Anmeldedatum*' ('correct registration date') field and, if applicable, the unaltered start date of the occupational pension must be provided in the '*Betriebliche Vorsorge ab*' ('Occupational pension from') field.

If only the start date of the occupational pension needs to be changed, the original (unaltered) registration date must be provided in the '*Anmeldedatum*' ('Registration date') field. The same registration date must be provided in the '*richtiges Anmeldedatum*' ('correct registration date') field, while the actual start of the occupational pension must be provided in the '*Betriebliche Vorsorge ab*' ('Occupational pension from') field.

If the start dates of both mandatory insurance and the occupational pension need to be corrected, the original (incorrect) registration date must be provided in the '*Anmeldedatum*' ('Registration date') field. The correct (new) registration date must be provided in the '*richtiges Anmeldedatum*' ('correct registration date') field, while the correct start date of the occupational pension must be provided in the '*Betriebliche Vorsorge ab*' ('Occupational pension from') field.

In rare situations, a person is subject to Austrian labour law and thus to the occupation pension, without a mandatory insurance scheme in Austria being established. In such cases, if the start date of the occupational pension needs to be corrected, the original (incorrect) start date of the occupational pension must be provided in the 'Anmeldedatum' ('Registration date') field. The correct (new) start date of the occupational pension must be provided in both the '*richtiges Anmeldedatum*' ('correct registration date') field and the '*Betriebliche Vorsorge ab*' ('Occupational pension from)' field.

NB: if the field '*Betriebliche Vorsorge ab*' ('Occupational pension from') field remains empty during the rectification, the time of the occupational pension will be cancelled. This is necessary if, for example, the insured person in question was erroneously registered for the occupational pension during the registration process.

10. Cancelling a registration

A registration submitted in error, for example because the position was unexpectedly not taken up, must be cancelled.

11. Form completion guide: cancelling a registration

'*Referenzwert der ursprünglichen Meldung*' ('Reference value of original notification', REFU): in this field, enter the automatically assigned reference value (for example, by the payroll accounting

software or ELDA) of the registration to be cancelled. If the registration has already been corrected, such as by means of a registration correction notification, the reference value of the most recent notification is the one that must be used. The relevant reference value of the notification in question can be carried across in ELDA.

'*Dienstgeber*' ('Employer') and competent '*Versicherungsträger*' ('Insurance provider'): where there are several contribution accounts, be careful to select the correct competent insurance provider and the contribution account number assigned by it. The length of the contribution account number must conform to the format specifications of the insurance provider in question. If necessary, it must be prefixed with leading zeros to reach the required length (for example, an eight-digit contribution account number is 00123456). Otherwise, there may be limitations in the social security clearing system. Special characters and letters are not allowed.

'*Versicherungsnummer*' ('Insurance number', VSNR) or '*Geburtsdatum*' ('Date of birth', GEBD): the 10-digit insurance must be entered without spaces. If the insurance number requested during the previous registration through the insurance-number request notification has not yet been disclosed via the social security clearing system, only the date of birth need be provided.

'*Anmeldedatum*' ('Registration date', ADAT): the originally reported registration date must be provided in this field. If the person in question is only subject to the occupational pension without mandatory insurance in the context of social security, provide the original start date of the occupational pension.

NB: any deregistration that has already been submitted in the meantime will be automatically cancelled. A separate cancellation notification for a deregistration is therefore not necessary. However, any submitted mBGM must be cancelled in the self-assessment procedure. This is not necessary for the contribution requirement procedure.

12. Registration examples

You can find some examples of registrations at www.gesundheitskasse.at/dienstgeber.

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Deregistration

1. Cause/purpose of submitting a notification

A person needs to be deregistered from mandatory insurance, and/or the obligation to pay contributions under the BMSVG ceases to apply.

2. Requirements

There must be an ongoing mandatory insurance relationship or an obligation to pay contributions under the BMSVG.

3 Notification deadline

The deregistration of these employees must be completed with 7 days of the end of mandatory insurance.

4. Process and procedure

A notification will only be deemed to be complete if the information is transmitted to the competent health insurance provider via ELDA. Notifications submitted in other ways, in particularly on paper, by email or by telephone, are not considered completed.

The deregistration form must provide the end dates of the entitlement to remuneration and of the employment relationship under labour law. If only the entitlement to remuneration ends but the employment relationship under labour law continues (e.g. maternity leave, military service), only the end date of the entitlement to remuneration must be provided.

If both redundancy pay and annual leave compensation are due, the deregistration must show the period of redundancy pay before the period of annual leave compensation. The end date of the entitlement to remuneration must always be the same as the date on which mandatory insurance ends. The reason for deregistration must be provided.

5. Notification specifics

The employee must be given a copy of the deregistration without delay. If an employment and remuneration certificate is submitted for the purpose of maternity allowance, no deregistration is required for the interruption of the entitlement to remuneration. If maternity leave is taken following receipt of maternity allowance, a deregistration must be carried out with '*Entgeltanspruch Ende*' ('End of remuneration entitlement') and, if applicable, '*Betriebliche Vorsorge Ende*' ('End of occupational pension').

The submission of an employment and remuneration certificate for the purpose of sickness benefit also replaces the need to deregistration from mandatory insurance. When the entitlement to sickness benefit ends, the mandatory insurance automatically reactivates – there is no need to register specifically for this purpose. Only if the maximum period of entitlement to sickness benefit has been exhausted by the insured person (known as *Aussteuerung*) must deregistration be carried out with '*Entgeltanspruch Ende*' ('End of remuneration entitlement') and, if applicable, '*Betriebliche Vorsorge Ende*' ('End of occupational pension').

Registration for family hospice leave and for care leave in return for loss of remuneration also replace deregistration.

6. Legal basis

Section 33 ASVG

Section 41 ASVG

7. Form completion guide: Deregistration

'*Dienstgeber*' ('Employer') and competent '*Versicherungsträger*' ('Insurance provider'): where there are several contribution accounts, be careful to select the correct competent insurance provider and the contribution account number assigned by it. The length of the contribution account number must conform to the format specifications of the insurance provider in question. If necessary, it must be prefixed with leading zeros to reach the required length (for example, an eight-digit contribution account number is 00123456). Otherwise, there may be limitations in the social security clearing system. Special characters and letters are not allowed.

Data of the insured person, '*Versicherungsnummer*' ('Insurance number', VSNR) or '*Geburtsdatum*' ('Date of birth', GEBD) and '*Referenzwert der VSNR-Anforderung*' ('Reference value of insurance-number request', REFV): the 10-digit insurance must be entered without spaces. The '*Geburtsdatum*' ('Date of birth') field is only mandatory if the insurance number requested has not yet been disclosed via the social security clearing system. The 'Insurance number' field then remains in the default position. However, in these cases, in addition to the date of birth, the reference value of the insurance-number request notification – which should ideally have been submitted prior to electronic registration – must be provided. The relevant reference value of the notification in question can be carried across in ELDA.

'Geburtsdatum ('End of remuneration entitlement') ('*Abmeldedatum*' ('Deregistration date', ADAT)): Provide the correct deregistration date. For example, for employees, this is the end of the remuneration entitlement, while for apprentices it is the date of the termination of the apprenticeship relationship. If compensation in lieu of notice or payment for unused annual leave is due, the last day of the resulting extension of mandatory insurance must be entered.

'*Beschäftigungsverhältnis Ende*' ('End of employment relationship, EESV): the date of the end of the employment/apprenticeship relationship under labour law must be provided here. If the employment relationship is still in place despite the loss of entitlement to remuneration, the field is left empty. As a general rule, the end of the employment relationship does not necessarily need to be the same date as the end of mandatory insurance.

'*Geringfügig*' ('marginal', GERF): this information relates to the facts at the time of deregistration.

'*Abmeldegrund*' ('Reason for deregistration' – AGRD, SAGR): if none of the available reasons for deregistration apply, a deregistration on other grounds (*Abmeldung mit sonstiger Grund*) must be carried out at the end of the employment relationship.

'*Kündigungsentschädigung ab/bis*' ('Compensation in lieu of notice from/to' – KEAB, KEBI), '*Urlaubsersatzleistung ab/bis*' ('Payment for unused annual leave from/to' – UEAB, UEBI): In the case of entitlement to compensation in lieu of notice or payment for unused annual leave, the relevant '*ab*' ('from') fields must be filled with the date of the day following the end of employment. In terms of chronology, payment for unused annual leave always follows an compensation in lieu of notice. The deregistration date must correspond to the last day of the resulting extension of mandatory insurance (except in the case of payment of sickness benefit).

'*Betriebliche Vorsorge Ende*' ('End of occupational pension, BVEN): this field must be filled with the date until which an occupational pension contribution is due.

Reregistration: '*Ummeldedatum*' ('Reregistration date', UMDA): the date from which the employee is to be accounted for under the new contribution account must be provided. This is the first day of employment at the new place of employment, or the first day of employment with the new proprietor or with the new owner.

'Sonderfall Ummeldung' ('Special reregistration', SOUM): select *Ja* ('Yes') if interrupted employment in terms of social security and/or occupational pension is resumed precisely at the time of reregistration. For example, this is the case for resumption of employment after maternity leave.

'*Zielversicherungsträger Ummeldung*' ('Reregistration due to new insurance provider', ZTUM): the insurance provider of the new place of employment or of the new owner must be indicated. The new insurance provider must be indicated even if it is the same as the previous insurance provider.

'*Beitragskontonummer Ummeldung*' 'Reregistration of contribution-account number', ZKUM): the new contribution-account number under which the employment is continued must be provider.

'*Referenzwert Ummeldung*' ('Reregistration of reference value, (RWUM): the reference value of the reregistration must be provided. As a result, a registration will be automatically created in the new contribution account.

8. Correcting a deregistration

This notification type can be used to correct the deregistration date, the end of the employment relationship, the reason for deregistration, the start and end dates of compensation in lieu of notice, the start and end dates of payment for unused annual leave, and the end of the occupational pension. The data transmitted through the corrected deregistration completely replaces the information originally provided. Therefore, as regards the data fields:

'*Beschäftigungsverhältnis Ende*' ('End of employment relationship'),

'*Kündigungsentschädigung ab*' ('Compensation in lieu of notice from'),

'*Kündigungsentschädigung bis*', ('Compensation in lieu of notice to'),

'*Urlaubsersatzleistung ab*' ('Payment for unused annual leave from'),

'Urlaubsersatzleistung bis' ('Payment for unused annual leave to') and

'*Betriebliche Vorsorge Ende*' ('End of occupational pension'),

failure to provide this information will result in the originally reported details being completely lost.

9. Form completion guide: correcting a deregistration

'*Referenzwert der ursprünglichen Meldung*' ('Reference value of original notification', REFU): the automatically assigned reference value of the deregistration to be corrected must now be provided here. If the deregistration submitted at that time has already been corrected, the reference value of the most recently submitted deregistration correction notification must be provided. The reference value of the respective notification to be corrected can be carried across in ELDA.

'*Dienstgeber*' ('Employer') and competent '*Versicherungsträger*' ('Insurance provider'): where there are several contribution accounts, be careful to select the correct competent insurance provider and the contribution account number assigned by it. The length of the contribution account number must conform to the format specifications of the insurance provider in question. If necessary, it must be prefixed with leading zeros to reach the required length (for example, an eight-digit contribution account number is 00123456). Otherwise, there may be limitations in the social security clearing system. Special characters and letters are not allowed.

Data of the insured person, '*Versicherungsnummer*' ('Insurance number', VSNR) or '*Geburtsdatum*' ('Date of birth', GEBD): If the insurance number requested during the previous registration has not yet been disclosed via the social security clearing system, only the date of birth need be provided.

'*Ende Entgeltanspruch*' ('End of remuneration entitlement') ('*Abmeldedatum*' ('Deregistration date' – ADAT)), '*Richtiges Ende Entgelt*' ('Correct end of remuneration') ('*Richtiges Abmeldedatum*' ('Correct deregistration date – RDAT)), '*geringfügig*' ('marginal', GERF), '*Abmeldegrund*' ('Reason for deregistration' – AGRD, SAGR): when correcting a deregistration, these fields must always be filled with the corresponding data. If there is no change in the deregistration date, the correct end of mandatory insurance must be entered in both the '*Ende Entgeltanspruch*' ('End of remuneration entitlement') field and the '*Richtiges Ende Entgelt*' ('Correct end of remuneration') field.

'*Ende des Beschäftigungsverh.*' ('End of employment relationship', EBSV), '*Kündigungsentschädigung ab/bis*' ('Compensation in lieu of notice from/to' – KEAB, KEBI), '*Urlaubsersatzleistung ab/bis*' ('Payment for unused annual leave from/to' – UEAB, UEBI), '*Betriebliche Vorsorge Ende*' ('End of occupational pension', (BVEN): the data transmitted through the corrected deregistration completely replaces the information originally provided. NB: if these fields remain unfilled, the originally reported details will be completely lost. If a person is exclusively subject to the occupational pension and the already reported end date '*Ende-Datum*' needs to be corrected, the '*Ende des Beschäftigungsverh.*' ('End of employment relationship') field must be filled with the original end date of the occupational pension. The correct end date must be entered in the field '*Betriebliche Vorsorge Ende*' ('End of occupational pension') field. If the occupational pension scheme was wrongly terminated, the '*Betriebliche Vorsorge Ende*' ('End of occupational pension') field must be left in the default position. This way, the occupational pension will not be unregistered.

Reregistration: '*Ummeldedatum*' ('Reregistration date', UMDA): the date from which the employee is to be accounted for under the new contribution account must be provided. This is the first day of employment at the new place of employment, or the first day of employment with the new proprietor or with the new owner.

'Sonderfall Ummeldung' ('Special reregistration', SOUM): select '*Ja*' ('Yes') if interrupted employment in terms of social security and/or occupational pension is resumed precisely at the time of reregistration. For example, this is the case for resumption of employment after maternity leave.

'Richtiges Ummeldedatum' ('Correct reregistration date', RUMD): if a reregistration needs to be corrected, the corrected date from which the employee is to be accounted for on the new contribution account must be provided in this field.

'*Zielversicherungsträger Ummeldung*' ('Reregistration due to new insurance provider', ZTUM): the insurance provider of the new place of employment or of the new owner must be indicated. The new insurance provider must be indicated even if it is the same as the previous insurance provider.

'*Beitragskontonummer Ummeldung*' 'Reregistration of contribution-account number', ZKUM): the new contribution-account number under which the employment is continued must be provider.

'*Referenzwert Ummeldung*' ('Reregistration of reference value, (RWUM): the reference value of the reregistration must be provided. As a result, a registration will be automatically created in the new contribution account.

'*Referenzwert Ummeldung ursprüngliche Meldung*' ('Reference value of reregistration of original notification', RUUM): the reference value of the reregistration of the original notification that is to be cancelled or corrected must be provided here.

'*Referenzwert Ummeldung Sonderfall Zielbeitragskontoänderung*' ('Reference value of reregistration for special case of amendment due to new target contribution account', BKUM): the reference value for the cancellation of the registration to the previous contribution account must only be stated if the new contribution account is changed due to the correction of a reregistration.

10. Cancelling a deregistration

A deregistration should only be cancelled if the original deregistration was done incorrectly. If the insurance period ceases to exist in full, it is sufficient to cancel the registration. A separate cancellation notification is not needed for deregistration in this case.

11. Form completion guide: cancelling a deregistration

'*Referenzwert der ursprünglichen Meldung*' ('Reference value of original notification', REFU): in this field, enter the automatically assigned reference value of the deregistration to be cancelled. If the completed deregistration has already been corrected, such as by means of a deregistration correction notification, the reference value of the most recent notification is the one that must be used. The reference value of the notification to be corrected can be carried across in ELDA.

'*Dienstgeber*' ('Employer') and competent '*Versicherungsträger*' ('Insurance provider'): where there are several contribution accounts, be careful to select the correct competent insurance provider and the contribution account number assigned by it. The length of the contribution account number must conform to the format specifications of the insurance provider in question. If necessary, it must be prefixed with leading zeros to reach the required length (for example, an eight-digit contribution account number is 00123456). Otherwise, there may be limitations in the social security clearing system. Special characters and letters are not allowed.

'*Versicherungsnummer*' ('Insurance number', VSNR) or '*Geburtsdatum*' ('Date of birth', GEBD): If the insurance number requested during the previous registration has not yet been disclosed via the social security clearing system, only the date of birth need be provided.

'*Abmeldedatum*' ('Deregistration date', ADAT): the originally deregistration date must be provided in this field. If the person in question was only subject to the occupational pension without mandatory insurance in the context of social security, provide the original end date of the occupational pension.

Reregistration: '*Ummeldedatum*' ('Reregistration date', UMDA): the date from which the employee is to be accounted for under the new contribution account must be provided. This is the first day of employment at the new place of employment, or the first day of employment with the new proprietor or with the new owner.

'*Referenzwert Ummeldung*' ('Reregistration of reference value, (RWUM): the reference value of the reregistration must be provided. As a result, a registration will be automatically created in the new contribution account.

'*Referenzwert Ummeldung ursprüngliche Meldung*' ('Reference value of reregistration of original notification', RUUM): the reference value of the reregistration of the original notification that is to be cancelled or corrected must be provided here.

12. Deregistration examples

You can find some examples of deregistrations at www.gesundheitskasse.at/dienstgeber.