



Why we are sending you this form

You recently asked for certificate E106 or E109. This certificate depends on your National Insurance position. Before we can issue this certificate, we need some more information.

Certificate E109 is normally issued to persons living and working in the United Kingdom (UK) who require health care cover for dependants living in another European Economic Area (EEA) country.

Certificate E106 is normally issued to persons that are resident abroad and liable to pay UK National Insurance contributions.

If you:

- require certificate E106
- have recently left the UK, and
- are not working

you should contact the Department for Work and Pensions at the following address:

Department for Work and Pensions
The Pension Service
International Pension Centre
Tyneview Park
Newcastle upon Tyne
NE98 1BA
England

We may ask for evidence to confirm information given on this application form.

If you are currently working for a UK employer

You must send us a copy of your latest payslip when you return this form. If you do not, we may not be able to issue your certificate.

Please fill in this form in black ink using capital letters. Then send the completed form with a copy of your latest payslip to:

Charity, Assets and Residence - Residency, BP1301
HM Revenue & Customs
Benton Park View
Newcastle upon Tyne
NE98 1ZZ
England

If you need any help filling in the form, phone us on **+44 (0) 191 225 4811**. If you need more space, please use a separate piece of paper and attach it to this form.

If you are a Mariner

Go to www.hmrc.gov.uk/cnr/seafarersni.htm and complete the 'mariners' questionnaire' by following the link given on that page.

Please also fill in this application form in black ink using capital letters. Then send this completed application form with a copy of your:

- mariner's discharge book
- latest payslip
- completed mariners' questionnaire to

Marine NIC's

HMRC

Phase 2, 15th Floor East Wing

Ty Glas road

Llanishen

Cardiff

CF14 5FP

Wales

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to:

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

Which certificate do you require?

E106 E109

What date do you want your certificate to start from?

DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your full address in that country

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Please give the exact date you became resident in that country DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you spend time living in more than one country, please give a brief description of the time spent in each, for example, five days a week working in the UK, weekends spent not working in France

<input type="text"/>
<input type="text"/>
<input type="text"/>

Your details

Your title Mr, Mrs, Miss, Ms, Other *specify*

<input type="text"/>

Your surname

<input type="text"/>

Your first name(s)

<input type="text"/>

Your gender

Male Female

Your date of birth DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your full UK address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Your home phone number

<input type="text"/>

your work phone number

<input type="text"/>

Your National Insurance number *if known*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your nationality

<input type="text"/>

Are you an EEA National?

Yes No

If no, are you legally resident in the UK?

Yes No

Your country of residence

<input type="text"/>

Employment details

Are you currently working?

Yes No If no, go to section 'Dependants' details'

If yes, are you

employed?

self-employed?

When did your employment or self-employment start?

DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you are employed, please give the name and address of your employer

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

If you are self-employed, please give the name and address of your place of business

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

What is your job title?

Are you a director of the company?

Yes No

Please give a brief description of your duties

In what country are you currently paying social security contributions?

If you are self-employed, how are you currently paying your Class 2 National Insurance contributions?

Direct Debit Quarterly bill

Please name the countries you carry out work in

Please give a brief description of your working pattern in both the UK and abroad, *for example, two days a week in France, three days in the UK*

Do you carry out any work from outside the UK using IT?, *for example the Internet or email, fax or phone. This includes working from home*

Yes No

If yes, please give details

If you are currently working in the UK, how long do you expect your employment to last?

Dependants' details

Full name

Date of birth *DD MM YYYY*

Full name

Date of birth *DD MM YYYY*

Full name

Date of birth *DD MM YYYY*

If you need more space, please use a separate piece of paper and attach it to this form.

What country do your dependants' live in?

Please give the full address where your dependants' live

Do any of your dependants' carry out any work in their country of residence?

Yes No

If yes, please give details

If you are applying for a certificate E109 please go straight to the declaration section at the end of this form.

If you are applying for a certificate E106, please answer these additional questions before filling in the declaration.

What date did you move to your country of residence?

DD MM YYYY

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Where were you living before you moved to your current country of residence?

How long do you expect to live abroad?

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Do you intend to return to the UK?

Yes No

If no, where do you intend to live?

--

Have you kept a home in the UK?

Yes No

In which country do your children attend school?

--

How often do you return to the UK, and how long do these visits last? Are the visits for business or pleasure?

Declaration

I declare that the information given on this form is correct. I will tell HMRC about any changes in circumstances.

Signature

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Name

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Date DD MM YYYY

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What to do next

Please use this checklist to make sure you have done all that you need to do

If you are working for a UK employer

Have you filled in this form and signed the declaration?

Yes No If no, please do it now

Have you enclosed a copy of your latest payslip?

Yes No If no, please do it now.

If you have answered yes to the questions above, please send:

- this form
- a copy of your latest payslip to

Charity, Assets and Residence - Residency, BP1301

HM Revenue & Customs

Benton Park View

Newcastle upon Tyne

NE98 1ZZ

England

If you are a Mariner

Have you filled in this form and signed the declaration?

Yes No If no, please do it now

Have you enclosed a copy of your latest payslip?

Yes No If no, please do it now

Have you enclosed a copy of your mariners' discharge book?

Yes No If no, please do it now

Have you enclosed a copy of your completed mariners' questionnaire?

Yes No If no, please do it now.

If you have answered yes to the questions above, please send this form with a copy of your:

- mariners' discharge book
- latest payslip
- completed mariners' questionnaire to

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