

# Instructions for online procedure

The EU regulation establishing the Single Digital Gateway (SDG) says that cross border users from other EU countries must have access to information and self-service solutions on, among other things, unemployment.

In this guide, you can find information on how to fill out the unemployment insurance funds' (*a-kassens*) online procedure regarding termination of your membership of the *a-kasse*.

It is important that you answer the questions correctly. It may have consequences for your entitlement to unemployment benefit if you provide incorrect information or fail to disclose circumstances of importance to your entitlement to unemployment benefit. Information which turns out to be incorrect may lead to claims for reimbursement of unemployment benefits and loss of rights.

If you find it difficult to find a specific question or word in the instructions, you can use the search function in pdf/word.

Please contact the *a-kasse*, if you have any questions or need help when completing the online procedure.

## End your membership

The Danish unemployment insurance system is a voluntary scheme. This means that you are not automatically insured against unemployment when working in Denmark.

You must therefore actively join a Danish unemployment insurance fund – an *a-kasse* – if you want to be covered by unemployment insurance in Denmark. Likewise, if you no longer wish to be a member, you must submit your cancellation to the *a-kasse*.

As a general rule, the notice of cancellation is the current month plus one month. You can find the notice of cancellation in the *a-kasse's* statute.

If you start working in one of the other EU/EEA member states, you will likely be subject to the social security legislation in that country. In this case, you can end your membership of the Danish *a-kasse* on the day you start working in the other country.

If you start working in a foreign country outside of the EU, you can choose to continue your membership of your Danish *a-kasse*.

When you have cancelled your membership, you will no longer make payments to the *a-kasse*, and you will no longer be covered by unemployment insurance in Denmark. This means that you will no longer be entitled to unemployment benefits in Denmark in case of unemployment.

Please don't hesitate to contact your *a-kasse* if you have any questions about cancelling your membership.

In some cases, you can terminate your membership by sending an e-mail or a written message to the *a-kasse*. Please note that you cannot end your membership via text (SMS). In other cases, you must fill in a form of cancellation and submit it to the *a-kasse*.

Below you will find some phrases and questions that usually occur when you want to end your '*a-kasse*' membership by filling in a form of cancellation.

| 1. Generelt  | 1. General  |
|--|---|
| <p><b>Udmeldelse</b></p> <p><b>Skal du overflyttes til en anden a-kasse?</b><br/>           Hvis du skal overflyttes til en anden a-kasse, skal du ikke meldes ud af a-kassen, men i stedet kontakte den nye a-kasse.</p>  | <p><b>Cancellation</b></p> <p><b>Would you like to be transferred to another unemployment insurance fund?</b><br/>           If you wish to be transferred to another <i>a-kasse</i>, you should not end your membership, but instead contact the new <i>a-kasse</i>.</p>   |
| <p><b>Jeg ønsker udmeldelse af:</b></p> <ul style="list-style-type: none"> <li>• A-kasse og fagforening</li> <li>• A-kasse</li> <li>• Fagforening</li> <li>• a-kasse og Foreningen Danske Selvstændige</li> </ul>  | <p><b>I wish to cancel my membership:</b></p> <ul style="list-style-type: none"> <li>• Unemployment insurance fund (<i>a-kasse</i>) and trade union</li> <li>• Unemployment insurance fund (<i>a-kasse</i>)</li> <li>• Trade union</li> <li>• Unemployment insurance fund (<i>a-kasse</i>) and Foreningen Danske Selvstændige</li> </ul>                |
| <p><b>Hvorfor vil du meldes ud?</b></p>  | <p><b>Why do you want to end your membership?</b></p>   |
| <p><b>Årsag til udmeldelse:</b></p>  | <p><b>Reason for cancellation:</b></p>  |
| <p><b>Jeg er bevilliget førtids- eller seniorpension.</b><br/>           Fra hvilken dato?</p>   | <p><b>I have been granted early retirement pension/supplementary disability pension.</b><br/>           From which date?</p>  |
| <p><b>Jeg overgår til tidlig pension.</b><br/>           Fra hvilken dato?</p>   | <p><b>I am transitioning to special early retirement.</b><br/>           From which date?</p>   |
| <p><b>Jeg er bevilliget fleksjob.</b><br/>           Fra hvilken dato?</p>   | <p><b>I have been approved for a flex job.</b><br/>           From which date?</p>  |
| <p><b>Jeg træder ud af arbejdsmarkedet af andre årsager (fx overgang til pension).</b></p>   | <p><b>I am leaving the labour market for other reasons (e.g., I am about to retire).</b></p>  |
| <p><b>Jeg flytter til udlandet.</b><br/>           Hvilket land skal du flytte til?<br/>           Flytter du til et andet EU/EØS-land?</p> <p>Er du eller bliver du arbejdsløshedsforsikret i landet, du flytter til?</p> <p>Fra hvilken dato er du eller bliver du arbejdsløshedsforsikret i landet?</p> | <p><b>I'm moving abroad.</b><br/>           Which country are you moving to?<br/>           Are you moving to another EU/EEA country?</p> <p>Are you, or will you, be insured against unemployment in the country you are moving to?</p> <p>As of what date are you, or will you, be insured against unemployment in the country you are moving to?</p> |
| <p><b>Jeg er startet på uddannelse.</b></p>  | <p><b>I have enrolled in an education programme.</b></p>  |
| <p><b>Anden årsag.</b><br/>           Hvad er årsagen?</p>   | <p><b>Other reasons.</b><br/>           State other reasons.</p>  |