INSTRUCTIONS FOR ONLINE PROCEDURE

November 2023

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.

Terminate your membership of the 'a-kasse'

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

Therefore, you have to join a Danish unemployment insurance fund – 'a-kasse' – if you want to be covered by unemployment insurance in Denmark. And when you no longer want to be a member of the 'a-kasse' you must send your resignation to the 'a-kasse'.

The notice of resignation is as a general rule the current month + 1 month. You can find the notice of resignation in the a-kasse's statute.

If you start working in one of the other EU/EEA Member States, you should probably be subject to the social security legislation in that country. In this case you can terminate your membership of the Danish "a-kasse" the same day, you start working in the other country.

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



When you have terminated your membership, you must no longer pay contributions 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 contact your a-kasse if you have further questions.

In some of the 'a-kasse' you can terminate your membership by sending an e-mail or a written message to the 'a-kasse'. Be aware that you can't terminate your membership by texting (SMS). In some of the 'a-kasse' you must fill in a form of resignation.

Below you will find some phrases and questions that you usually will be asked when you want to terminate your membership of the 'a-kasse' by filling in a form of resignation.

| 1. Generelt | General |
|---|--|
| Udmeldelse af a-kassen | Resignation from the unemployment insurance fund |
| Vil du gerne melde dig ud? | Would you like to resign? Would you like to terminate your membership of the 'a-kasse' and in some cases also the union? |
| Hvorfor vil du meldes ud? | Why do you want to resign? Why do you want to terminate your membership of the 'a-kasse'? |
| Årsag til udmeldelse | Reason for resignation |
| Jeg flytter til udlandet | I'm moving abroad |
| Hvilket land skal du flytte til? | Which country are you moving to? |
| Flytter du til et andet EU/EØS-land? | Are you moving to another EU/EEA country? |
| Er du eller bliver du arbejdsløshedsforsikret i landet du flytter til? | Are you or will you be insured against unemployment in the country you are moving to? |
| Er du omfattet af landets obligatoriske arbejdsløshedsforsikring? | Are you covered by the country's mandatory unemployment insurance? |
| Fra hvilken dato? | From what date? |
| Ophold eller arbejde i udlandet | Stay or work abroad |
| Hvor har du fået arbejde eller ophold? | Where did you get a job or residence? |
| • I et EØS-land | In an EEA country |

| Uden for et EØS-land | Outside an EEA country |
|---|---|
| Vælg land | Select Country |
| Jeg skal arbejde i udlandet | I'm going to work abroad |
| Hvilket land skal du arbejde i? | Which country will you be working in? |
| Jeg skal være selvstændig | I am starting a new company and will be self- employed |
| Selvstændig erhvervsdrivende | Self-employed persons |
| Jeg skal i fleksjob | I'm starting in a flex job |
| Jeg er bevilliget fleksjob | |
| Jeg er visiteret til fleksjob | |
| Jeg skal gå på pension | I'm retirering – I'm going to retire |
| folkepension, | state pension/retirement pension |
| • førtidspension | early retirement pension/supplementary disability pension |
| seniorpension, | pension for some senior citizens |
| • tidlig pension, | special early retirement |
| selvpension, | self-pension |
| privat pension | private pension |
| Jeg træder ud af arbejdsmarkedet af andre årsager | I am leaving the labour market for other reasons |
| Jeg ønsker ikke længere medlemskab af en a- kasse | I no longer want membership of an unemployment insurance fund |
| Jeg er startet på uddannelse | I have started education |
| 2. Andet | Other |
| Jeg har opbrugt mine 5 års gratis studiemedlemskab | I have runed out of my 5 years of free student membership |
| Studerende over 30 år | Student over 30 years of age |

| Jeg er faldet ud af dagpengesystemet og vil derfor ikke betale til en a-kasse | I'm no longer entitled to unemployment benefits and therefore do not want to pay to an unemployment insurance fund |
|---|---|
| Det er for dyrt at være medlem | It is too expensive to be a member |
| Jeg forlænger mit studie | I am extending my study |
| Andre årsager | Other causes |
| Skal du overflyttes til en anden a-kasse? | Would you like to be transferred to another unemployment insurance fund? |
| 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. | If you are to be transferred to another unemployment insurance fund, you should not terminate your membership, but instead contact the new unemployment insurance fund. |
| Udmeldelse af a-kasse og fagforening | Resignation from unemployment insurance fund and trade union |
| Ring til os for udmeldelse | Call us to terminate the membership of the 'a-kasse' |