



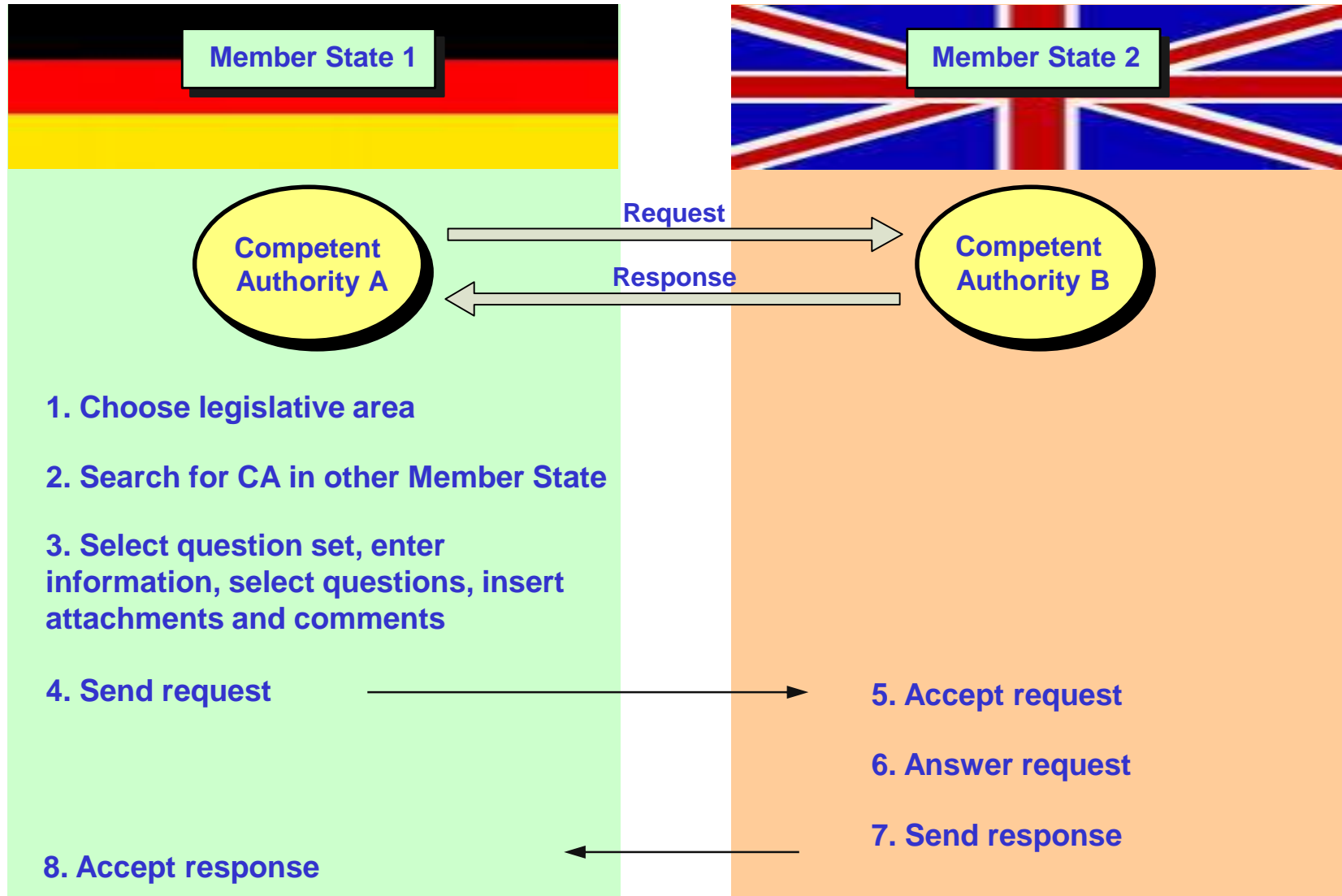
Standard-flow of IMI requests

Agenda



1. Simple flow of an IMI request
2. Forwarding an IMI request
3. Request additional information

1. Simple request - overview



1. Simple request - exercise



IMI - Microsoft Internet Explorer

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European Commission
Internal Market Information System
Training Database

Important legal notice
English (en)

EUROPA > European Commission > Internal Market > IMI

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Home **Create Request** Search for Competent Authority List requests About Logout

Homepage

Welcome Steve Stevenson
Authority : UK Training CA 2 for BE

This is the IMI Training Database

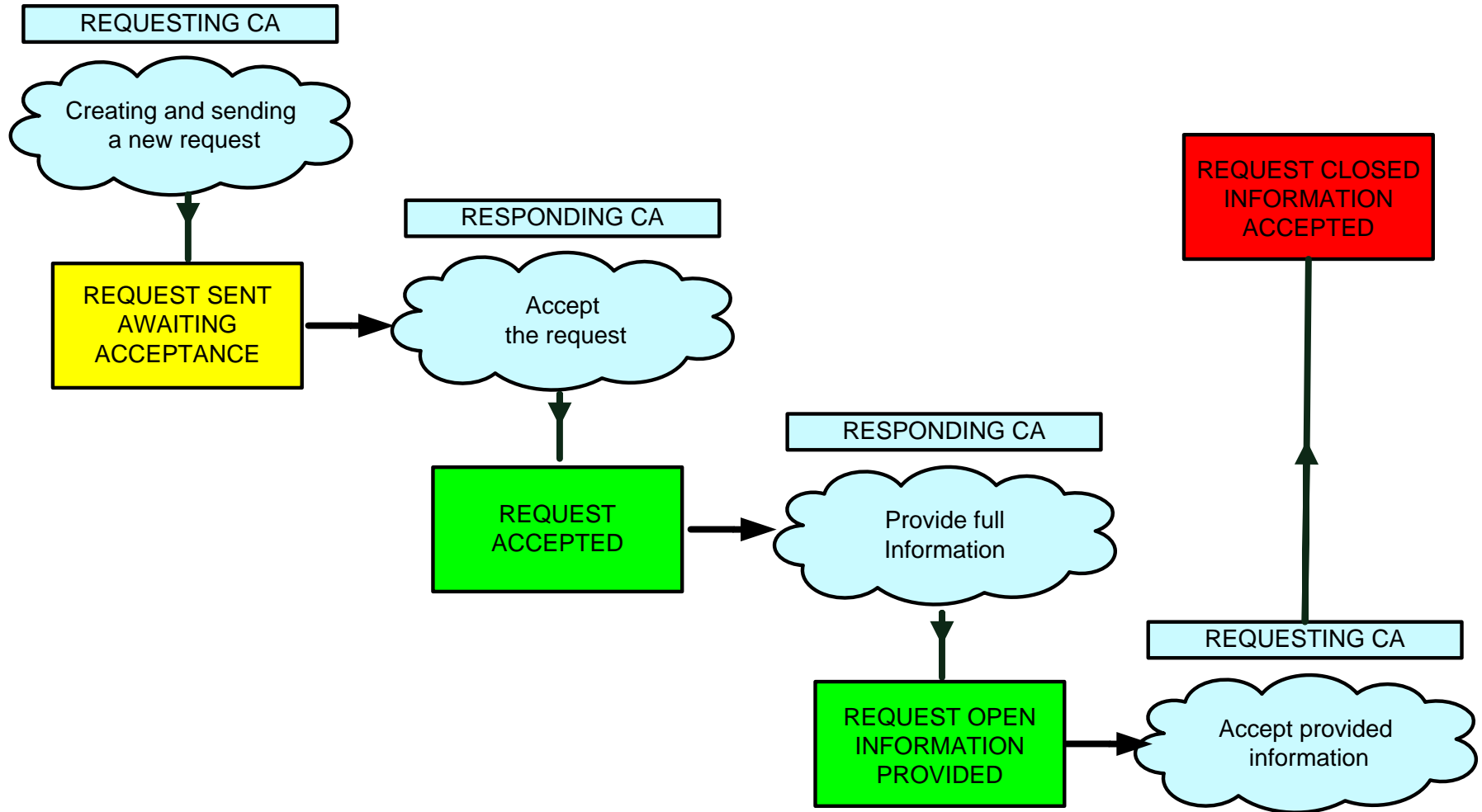
Please click on one of the menu items below to carry out an action in IMI

- Create Request
- Search for Competent Authority
- List requests

Done Unknown Zone (Mixed)

Illustration + Exercise

1. Simple request





1. Simple request – key points

1. Send a new request

- only ***Request Handlers*** can handle requests
- ***Search function***: if no Competent Authority can be identified, it is recommended to send the request to an IMI Coordinator
- ***Automatic Translation*** of free text – only available in later versions of IMI, not during Pilot Phase
- ***Freetext-comments***: if possible, use a language that is understood by the other Competent authority

** Information on which languages are understood by a CA can be seen in the overview information of the CA when creating a new request*

1. Simple request – key points



2. Accept and reply to a request

- in the IMI Production system, CA receives ***automatic email*** informing it that a new request was received – alternative: via the ***action list***
- If CA does not use allocation, ***every request handler*** can accept and reply to a new request
- only when a CA has accepted a request can it see ***personal data*** and ***attachments***

1. Simple request – key points



3. Accept response and close request

- in the IMI Production system, CA receives ***automatic email*** informing it that a new request was received – alternative: via the ***action list***
- Request Handler can ***accept the response*** of (s)he can ***request additional information***

2. Forwarding a request - overview



CA receives a request – it checks the request and decides that it is not competent to answer it – what to do?

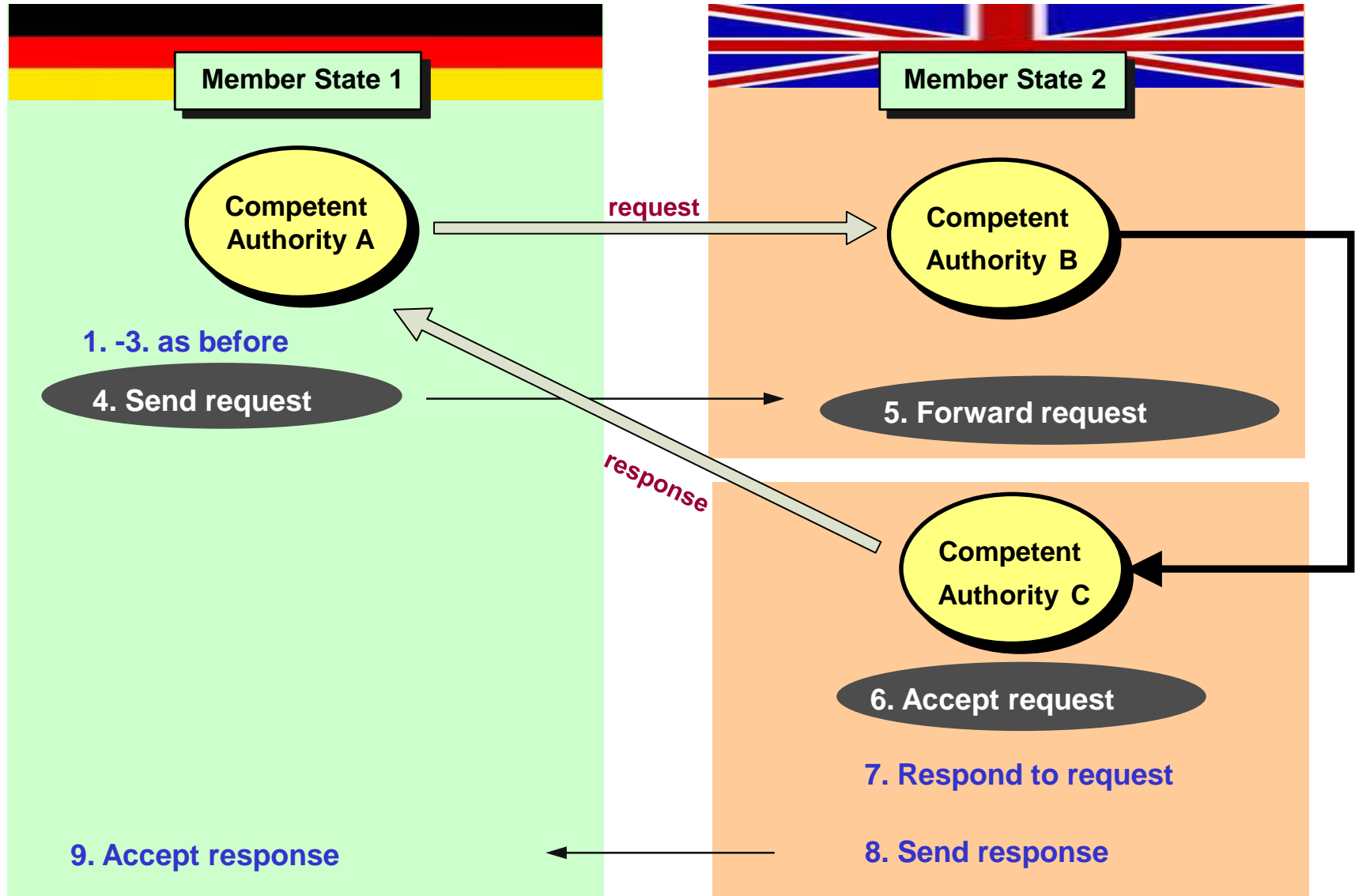


Forward*

- it has to be forwarded to a CA in its own Member State
- if unclear, which CA is competent, it should forward the request to the IMI Coordinator
- CA has to give a reason for forwarding the request

**Standard options are 'accept request' or 'forward request'. In exceptional cases, a CA may be allowed to 'refuse request'. This can only be granted by the IMI Coordinator registering the CA in the legislative settings. Refusing a request implies closing it and should therefore be used with care.*

2. Forwarding a request - overview



3. Request additional information



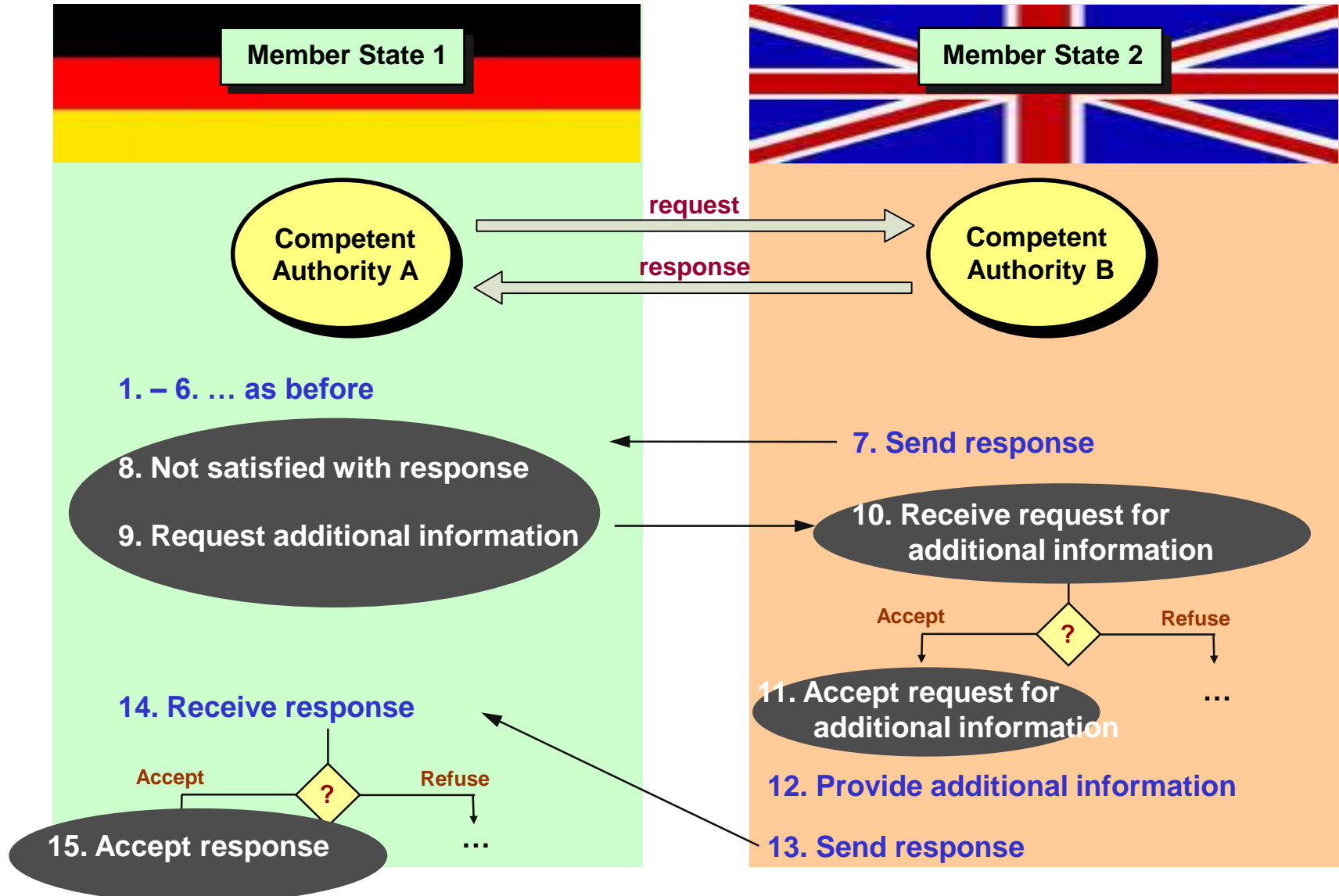
CA receives a response and is not satisfied with the information provided. What can it do?



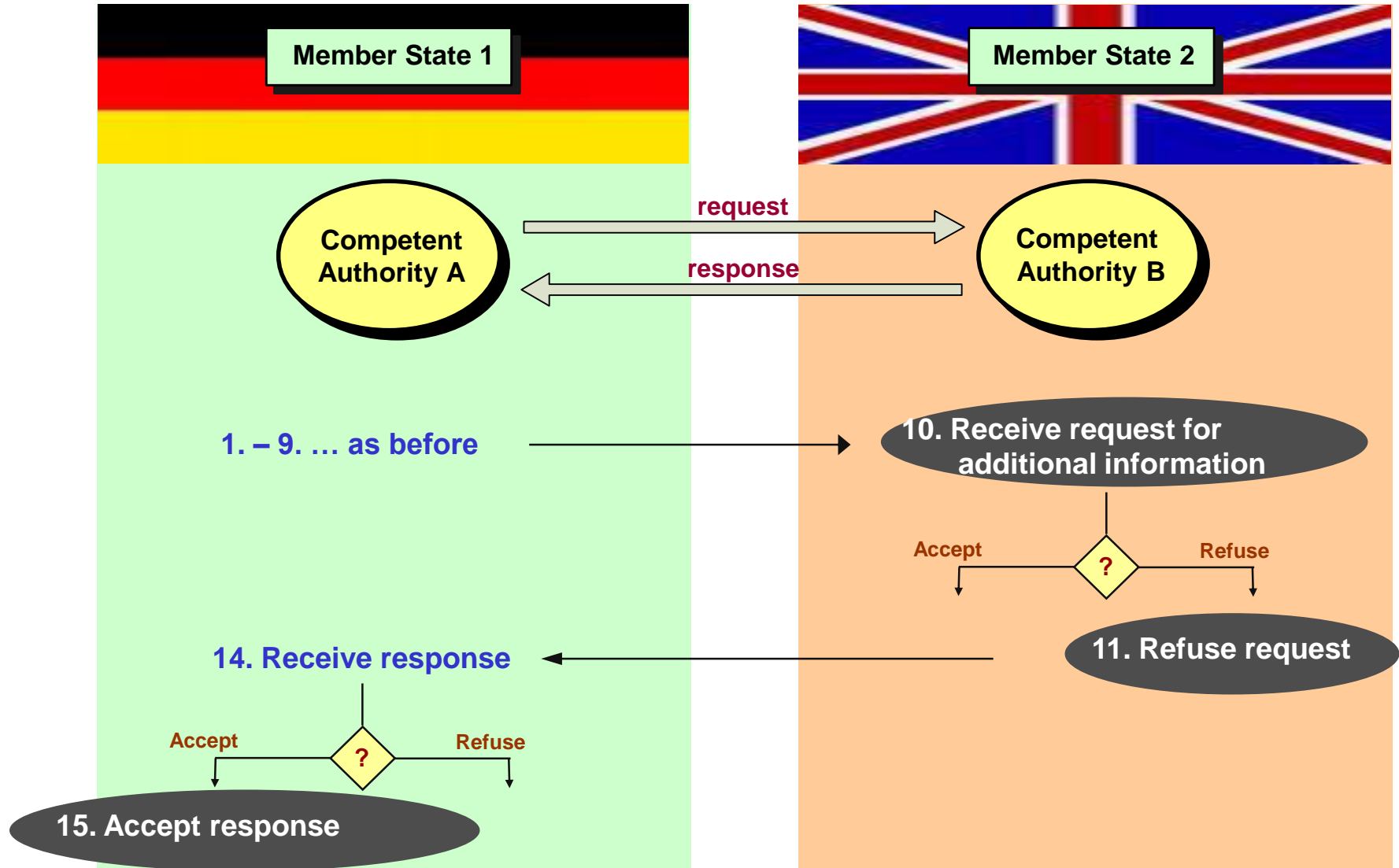
Send request for additional information

- responding CA can refuse to provide additional information (must give justification) – requesting CA can insist
- in case of difference of opinion between two CAs, IMI Coordinators may get involved as referees (*'referral process'*). This is standard but 'opt-out' is possible, via the legislative settings

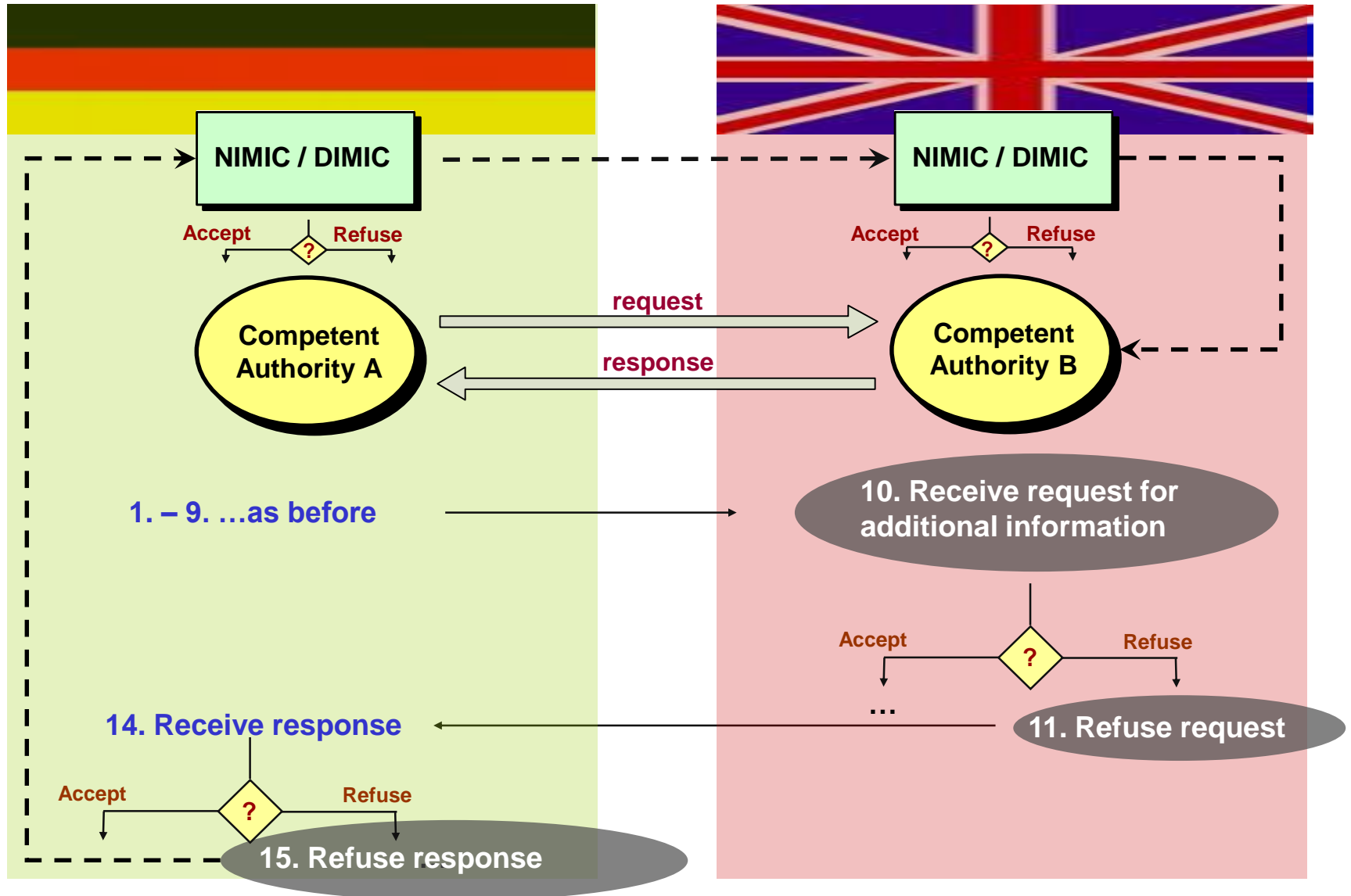
3. Request additional information



3. Request additional information



3. Request additional



3. Request additional information



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Questions

- Questions to identify the profession
 - Identification of the profession
 - Is the profession [accountant] regulated in your territory? [Link](#)
 - Answer Yes
 - Answer comments
- Questions related to the professional
 - Nationality
 - Is [Mr. Kerry ADAMS] a national of your Member State? [Link](#)
 - Answer Yes
 - Answer comments
 - Holder of qualifications
 - Does [Mr. Kerry ADAMS] hold evidence of formal qualifications certifying successful completion of training recognised by you as being of equivalent level and conferring the same rights of access to or pursuit of the profession of [accountant] or preparing for the pursuit of that profession? [Link](#)
 - Answer Yes
 - Answer comments
 - Of what level? [Link](#)
 - Answer E
 - Answer comments

Attachments

Name

Comments

Save comment

Accept Reply

Request additional information

Withdraw request

Exit

Done Local intranet



**For further information of any question,
please contact:**



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