

**ADMINISTRATIVE ARRANGEMENT  
FOR THE IMPLEMENTATION  
OF THE AGREEMENT  
BETWEEN  
THE CZECH REPUBLIC  
AND  
THE REPUBLIC OF MOLDOVA  
ON SOCIAL SECURITY**

The competent authorities,

Pursuant to paragraph 2 a) of Article 18 of the Agreement between the Czech Republic and the Republic of Moldova on Social Security, signed at Prague on 29<sup>th</sup> November 2011, (hereinafter referred to as the "Agreement"),

Have agreed as follows:

## ***PART I - General provisions***

### ***Article 1 - Definitions***

The terms in this Administrative Arrangement (hereinafter referred to as the "Arrangement") shall be used in the same meaning as in the Agreement.

### ***Article 2 - Liaison bodies***

1. Pursuant to paragraph 2 c) of Article 18 of the Agreement, the liaison bodies are established as follows:

A) in the Czech Republic:

- Czech Social Security Administration;

B) in the Republic of Moldova,

- National Office for Social Insurance.

2. The liaison bodies facilitate the communication between the institutions of the Contracting States and are entrusted with the duties defined in this Arrangement. For the purpose of the Agreement they may directly communicate with one another as well as with the persons concerned or the persons authorised by them. They assist one another in application of the Agreement.

### ***Article 3 - Forms and detailed procedures***

1. Subject to this Arrangement, the liaison bodies of both Contracting States will agree jointly on the forms and detailed procedures necessary to implement the Agreement.

2. The institutions or liaison bodies of both Contracting States may refuse to accept a claim for a benefit or any other request or certificate if it is not submitted on the agreed form.

## ***PART II - Provisions on applicable legislation***

### ***Article 4 - Certificate on applicable legislation***

In cases referred to in Part II of the Agreement, the certificate of fixed duration indicating that the person is, in respect of the work referred, subject to the legislation

of the Contracting State, shall be issued on the request of an employee, an employer or a self employed person on an agreed form:

A) in the Czech Republic,

- by the Czech Social Security Administration;

B) in the Republic of Moldova,

- by the National Office for Social Insurance.

The issued certificate is sent to a person, who is concerned with the application, and in cases referred to in Articles 9 – 14 of the Agreement, a counterpart of the certificate is sent to the above-mentioned institution of the other Contracting State.

### *Article 5 - Exceptions*

1. The following institutions are designated for agreement on exceptions under Article 14 from the provisions of Articles 8 to 13 of the Agreement:

A) in the Czech Republic,

- by the Czech Social Security Administration;

B) in the Republic of Moldova,

- by the National Office for Social Insurance.

2. An employee and his employer submit the joint request on exception in written form to the designated institution of the Contracting State whose legislation has to be applied pursuant to the request. The request of a self-employed person shall be submitted analogously.

The request on exception to application of the legislation of the Contracting State of employment of detached workers referred to in Article 9 of the Agreement, who have been already employed in this Contracting State and whose period of posting expires, shall be submitted before the end of the running term of posting.

3. The agreement of designated institutions of the Contracting States on exception shall be attested by a certificate issued and transferred in accordance with paragraph 1 of this Article.

### *PART III – Special provisions*

#### *Article 6 - Submission of claims*

The claim for invalidity, old-age and survivors' benefits is submitted by claimant as a rule at the institution of the place of residence, all with relevant documents available to claimant for determination of eligibility for the benefit.

#### *Article 7 - Processing a claim*

1. Where the institution of one Contracting State receives a claim of a person, who has completed periods of insurance under the legislation of the other or both Contracting States, this institution shall send the claim through the liaison bodies to the institution of the other Contracting State, indicating the date on which the claim has been received.

Along with the claim, it will also transmit to the institution of the other Contracting State:

- any available documentation that may be necessary for the institution of the other Contracting State to establish the claimant's eligibility for the benefit,

- form which will indicate, in particular, the periods of insurance completed under the legislation of the first Contracting State,

- and a copy of its own decision on benefit if it has been taken on.

2. The institution of the other Contracting State subsequently determines the claimant's eligibility and notifies through the liaison bodies its decision to the institution of the first Contracting State.

Along with its decision, it will also transmit, if necessary or upon the request, to the institution of the first Contracting State:

- any available documentation that may be necessary for the institution of the first Contracting State to establish the claimant's eligibility for the benefit,

- form which will indicate, in particular, the periods of insurance completed under the legislation which it applies.

3. The institution of the Contracting State with which a claim for benefits has been filed shall verify the information pertaining to the claimant and his family members. The type of information to be verified shall be agreed upon by the liaison bodies of the two Contracting States.

## ***PART IV - Miscellaneous provisions***

### ***Article 8 - Medical examinations***

The institution of a Contracting State will provide, upon request, to the institution of the other Contracting State such medical information and documentation as are available concerning the disability of a claimant or a beneficiary. The request for the information and documentation, and their transmittal, will be made through the liaison bodies of the Contracting States.

### ***Article 9 - Payment of benefits***

1. Benefits shall be paid directly to the beneficiaries.
2. The institutions of the Contracting States shall pay their benefits in cash under the Agreement without any deduction for their administrative expenses.
3. The conversion rate of national currency to freely convertible currency, if necessary for application of Article 24 of the Agreement, shall be the rate of exchange in effect on the day when the payment is made.
4. The institutions of the Contracting States may request from the beneficiaries living proof certificate to verify eligibility for payment of pension.

### ***Article 10 - Exchange of statistics***

The liaison bodies of the Contracting States shall exchange annual statistics on the number of certificates issued under Article 4 of this Arrangement and on the payments granted to beneficiaries pursuant to the Agreement. These statistics shall include the number of beneficiaries and total amount of the benefits, identified by the benefit type paid under the Agreement. These statistics shall be furnished in a form to be agreed upon by the liaison bodies.

### ***Article 11 - Co-operation of liaison bodies***

Representatives of the liaison bodies shall meet alternatively in both Contracting States in order to discuss subjects related to application of the Agreement.

***PART V - Final provisions***

***Article 12 - Entry into force***

This Arrangement comes into force on the same date as the Agreement and shall be applied for the same period.

Done at ..... on ....., in duplicate, in the Czech, Moldovan and English languages, all texts being equally authentic.

In case of any divergence of interpretation, the English text shall prevail.

For the competent authority  
of the Czech Republic

For the competent authority  
of the Republic of Moldova