

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

Pursuant to Article 18 paragraph 2 letter a) of the Agreement between the Czech Republic and the Syrian Arab Republic on Social Security, signed at „Prague... on „March 25, 2010, hereinafter referred to as the Agreement, the Competent Authorities have agreed as follows:

**PART I**  
**GENERAL PROVISIONS**

**Article 1**  
*Definitions*

The terms in the present 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 Article 18 paragraph 2 letter c) of the Agreement, the following are established as liaison bodies:

A. in the Czech Republic:

**Czech Social Security Administration**  
Křížová 25  
225 08 Prague 5

B. in the Syrian Arab Republic:

**General Establishment of Social Insurance**  
Por Said Street, P.O.Box 2684  
Damascus

(2) The liaison bodies facilitate the communication between the institutions of the Contracting States and are entrusted the duties defined in this Arrangement. For the purpose of the Agreement they may directly communicate with one another ('with each other – 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 the both Contracting States will jointly agree 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 they are not submitted on the agreed form.

**PART II**  
**PROVISIONS CONCERNING THE APPLICABLE LEGISLATION**

**Article 4**

*Certificate on the Applicable Legislation and Exemptions*

(1) In cases referred to in Articles 7 - 9 of the Agreement, the form of fixed duration indicating that the employed person remains, in respect of the employment referred, subject to the legislation of the Contracting State, shall be issued on the request of employer or, referring to the Article 9, on the request of self employed person on an agreed form:

- in the Czech Republic:  
by the Czech Social Security Administration and its regional units,
- in the Syrian Arab Republic:  
by the General Establishment of Social Insurance.

The issued form is send to a person concerned with the application, and the attested copy to the above-mentioned institution of the other Contracting State.

(2) Institutions designated for agreement on exceptions from the provisions of Articles 7 to 8 of the Agreement under the Article 9 hereto, are following:

- in the Czech Republic:  
the Czech Social Security Administration,
- in the Syrian Arab Republic:  
the General Establishment of Social Insurance.

(3) An employee and his employer submit the joint request on exception in written form to the above-mentioned designated institution of the Contracting State the legislation of which shall be applied pursuant to the request. The request of a self-employed person shall be submitted analogically.

The request on exception from application of the legislation of the State of employment in relation to posted workers referred in Article 7 paragraph 2 and 2 of the Agreement, who have been already employed in this State and whose period of posting expires, have been submitted before the end of the running term of posting.

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

**PART III**  
**SPECIAL PROVISIONS**

**Article 5**  
*Forms on Periods of Insurance*

A form attesting periods of insurance or employment completed under the legislation of the Contracting State for the application of Articles 10 and 13 of the Agreement shall be issued on request

- in the Czech Republic:  
by the Czech Social Security Administration,
- in the Syrian Arab Republic:  
by the General Establishment of Social Insurance.

**Chapter 1**  
**Work Accidents and Occupational Diseases**

**Article 6**  
*Occupation Liable to Cause the Disease and Exchange of Documentation*

(1) Where the institution of a Contracting State ascertains that the person suffering from occupational disease has last pursued an activity likely to cause occupational disease in the territory of the other Contracting State, the institution shall forward the notification and any accompanying documents to the competent institution of the other Contracting State.

(2) The institutions of both Contracting States shall exchange mutually any available documentation that may be necessary for the entitlement to the benefits related to occupational disease and work accident.

**Article 7**  
*Aggravation of the Occupational Disease*

Where the institution of a Contracting State provides a benefit under the Article 11 letter b) of the Agreement, the institution shall forward the notification to the competent institution of the other Contracting State.

**Chapter 2**  
**Invalidity, Old-age and Survivors' Pensions**

**Article 8**  
*Aggregation of periods of insurance*

For the purposes of aggregation according to Article 13 of the Agreement the periods of insurance shall be specified in years, months and days including the date of commencement and termination of individual periods of insurance.

**Article 9**  
***Submission of Claims***

The claim for a benefit is submitted basically at the competent institution of the place of residence.

**Article 10**  
***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 liaison bodies to the competent 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 competent institution of the other Contracting State:

- any available documentation that may be necessary for the competent 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, eventually, a copy of its own decision on benefit if it has been taken on.

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

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

- any available documentation that may be necessary for the competent 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 personal information regarding an individual contained in the claim shall be certified by the competent institutions which will confirm that the information is corroborated by documentary evidence. Certification of this information on the form releases the competent institutions from sending the original documents. The competent institutions will agree on the type of information that will be confirmed by this manner.

**PART IV  
MISCELLANEOUS PROVISIONS**

**Article 11  
*Payment of Benefits in Cash***

(1) Benefits in cash shall be paid directly to the beneficiaries.

(2) The competent institutions of the Contracting States shall pay their benefits in cash under the Agreement without any deduction for their administrative expenses.

**Article 12  
*Exchange of Statistics***

The competent institutions of the Contracting States will exchange statistics on an annual basis regarding the benefits and pensions especially, which each of them has awarded and paid under the Agreement. These statistics will include data on the number of beneficiaries and the total amount of benefits paid, by type of benefit.

**PART V  
FINAL PROVISIONS**

**Article 13  
Entry into Force**

This Arrangement will enter into force currently with the Agreement and shall remain in force for the same period.

Done at ....Prague..... on ....March 25..... 2010 , in two original copies, each in the Czech, Arab and English languages, all texts being equally authentic. In case of differences of interpretation, the English version shall prevail.

For the Ministry of Labour  
and Social Affairs  
of the Czech Republic

Petr Šimerka  
Minister of Labour and Social Affairs

For the Ministry of Social Affairs  
and Labour  
of the Syrian Arab Republic

Diala Al-Haj Aref  
Minister of Social Affairs and Labour