

**ADMINISTRATIVE ARRANGEMENT  
FOR THE APPLICATION OF THE  
AGREEMENT BETWEEN  
THE GOVERNMENT OF THE REPUBLIC OF SERBIA AND  
THE GOVERNMENT OF THE REPUBLIC OF TUNISIA  
ON SOCIAL SECURITY**

In accordance with Article 30, paragraph 1 of the Agreement between the Government of the Republic of Serbia and the Government of the Republic of Tunisia on Social Security signed in Belgrade, on March 28, 2022 (hereinafter referred to as: the Agreement), the competent authorities of the Contracting Parties have agreed as follows:

## **PART I**

### **GENERAL PROVISIONS**

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

The terms and definitions used in this Administrative Arrangement shall have the identical meaning as provided for in Article 1 of the Agreement.

#### **Article 2** **Liaison bodies** **Application of Article 30 of the Agreement**

In accordance with Article 30, paragraph 2 of the Agreement, the liaison bodies shall be:

as regards Serbia:

- Institute for Social Insurance

as regards Tunisia:

- National Social Security Fund: for the application of the legislation provided in Article 2 of the Agreement as regards disability, old age and survivor's benefits in the private sector, protection of workers who have lost their jobs for economic or technological reasons or in case of permanent and unexpected closure of the enterprise in the private sector, without respecting the procedures provided for in the Labour Code;
- National Retirement and Social Providence Fund: for the application of the legislation provided in Article 2 of the Agreement as regards disability, old age and survivor's benefits in the public sector;
- National Health Insurance Fund: for the application of the legislation provided in Article 2 of the Agreement as regards social insurance benefits and insurance in case of work accident and occupational disease.

**Article 3**  
**Competent institutions**  
**Application of Article 30 of the Agreement**

In accordance with Article 30, paragraph 2 of the Agreement, the competent institutions shall be:

as regards Serbia:

- Republic Pension and Disability Insurance Fund,
- Republic Health Insurance Fund,
- Military Social Insurance Fund and
- National Employment Service.

as regards Tunisia:

- National Social Security Fund,
- National Retirement and Social Providence Fund and
- National Health Insurance Fund.

**Article 4**  
**Cooperation of liaison bodies and competent institutions**  
**Application of Article 30 of the Agreement**

(1) In the application of the Agreement and this Administrative Arrangement the liaison bodies shall cooperate, provide mutual legal and administrative assistance and may directly contact the competent institutions, institutions and persons involved and their duly authorized representatives.

(2) The liaison bodies and competent institutions of the two Contracting Parties shall agree the relevant bilingual forms to fulfil the obligations under the Agreement and this Administrative Arrangement.

(3) The liaison bodies and competent institutions may exchange information electronically.

**PART II**  
**APPLICABLE LEGISLATION**

**Article 5**  
**Application of Articles 7 to 9 of the Agreement**

(1) In the cases referred to in Articles 7 to 9 of the Agreement, the competent institution of the Contracting Party whose legislation applies, shall by using the form of applicable legislation, acknowledge that the legislation concerned is applicable for the defined period.

(2) For Tunisia, the provision referred to in paragraph 1 of this Article shall not apply to the persons referred to in Article 8, paragraphs 1 and 2 of the Agreement.

(3) The form referred to in paragraph 1 of this Article shall upon the joint request of the employer and the employee or the self-employed person be issued by:

as regards the applicability of the legislation of Serbia:

- an organisational unit of the competent health insurance institution;

as regards the applicability of the legislation of Tunisia:

- National Social Security Fund regarding the private sector;
- National Retirement and Social Providence Fund regarding the public sector.

(4) The form referred to in paragraph 1 of this Article may, exceptionally, also be issued subsequently.

(5) The competent institution issuing the form referred to in paragraph 1 of this Article shall submit a valid copy of the form to the employer or the posted person or self-employed person who submits it to the institution of the other Contracting Party.

(6) In case of termination of the posting period or self-employment prior to the expiry of the date mentioned on the form referred to in paragraph 1 of this Article, the employer or self-employed person shall notify the issuing competent institution, which in turn shall notify the institution of the place of posting.

(7) In the case referred to in Article 7, paragraph 3 of the Agreement, upon receiving the consent of the competent authorities, the competent institution of the Contracting Party whose legislation continues to apply shall submit a valid copy of the form referred to in paragraph 1 of this Article to the employee or self-employed person who deposits it to the institution of the other Contracting Party.

(8) The provisions of paragraph 7 of this Article shall *mutatis mutandis* be applicable with regard to Article 9 of the Agreement.

## **Article 6**

### **Right of option**

#### **Application of Article 8, paragraph 4 of the Agreement**

(1) The employees referred to in Article 8, paragraph 4 of the Agreement who opted to be subject to the legislation of the Contracting Party of the diplomatic mission or consular post, shall submit the certificate provided by the competent institution of this Contracting Party to the institution of the other Contracting Party.

(2) The preference of the employees referred to in Article 8, paragraph 4 of the Agreement is valid from the first day of the month following the date of notification to the competent institution.

**Article 7**  
**Exceptions**  
**Application of Article 9 of the Agreement**

In the cases referred to in Article 9 of the Agreement, the consent for making the exceptions shall be given by:

as regards Serbia:

- the ministry competent for pension and disability insurance;

as regards Tunisia:

- the ministry competent for social affairs.

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

**Chapter 1**  
**Sickness and maternity**

**Article 8**  
**Aggregation of periods of insurance**  
**Application of Article 10 of the Agreement**

(1) For the purpose of the application of Article 10 of the Agreement, the competent institutions of the Contracting Parties shall by using the agreed form acknowledge the periods of insurance completed under the legislation they apply.

(2) The form referred to in paragraph 1 of this Article, shall be issued upon the request of the insured person or institution of the Contracting Party of the place of residence or stay of the person concerned, by:

in case of the applicability of the legislation of Serbia:

- an organisational unit of the competent institution for health insurance;

in case of applicability of the legislation of Tunisia:

- The National Health Insurance Fund.

(3) The form referred to in paragraph 1 of this Article may be issued subsequently by the institution of the Contracting Party where the insured person has had the latest coverage, upon the request of either the insured person or the institution of the Contracting Party of the place of residence or stay of the person concerned.

**Article 9**  
**Benefits in kind for persons referred to in Articles 7 to 9 of the Agreement**  
**Application of Article 11 of the Agreement**

- (1) To use the benefit in kind the person referred to in Article 11, paragraphs 1 and 2 of the Agreement, shall be registered with the institution in the place of residence or stay by submitting the agreed form acknowledging the persons' eligibility to the health care when residing or staying in the territory of that Contracting Party.
- (2) For Tunisia, the provision referred to in paragraph 1 of this Article shall not apply to the persons referred to in Article 8, paragraphs 1 and 2 of the Agreement.
- (3) The form referred to in paragraph 1 of this Article which is issued by the competent institution, upon the employer or the insured person's request, before leaving the territory of that Contracting Party shall contain all the information on the span of the period during which the person may use the benefit. Every completed registration of the person shall be communicated to the competent institution by the institution in the place of residence or stay by using the agreed form.
- (4) In the case the person referred to in paragraph 1 of this Article is no longer eligible to the benefit for which the form has been issued, the competent institution shall furnish the institution providing the benefit with the agreed form of termination of the eligibility.
- (5) If a competent institution sends a notification on termination of the eligibility later than 30 days of the date of such termination, the post mark date of this notification shall be used as reference, under the condition that the institution of the place of residence or stay actually provided the benefits in this period or that there was no eligibility under the legislation of the institution of the place of residence or stay.
- (6) In case of temporary incapacity to work or approved hospital treatment, the institution in the place of residence or stay granting the benefit in kind shall without delay notify the competent institution by using the agreed form.

**Article 10**  
**Benefits in kind for family members**  
**Application of Article 12 of the Agreement**

- (1) To obtain the benefits in kind, the person referred to in Article 12 of the Agreement shall register with the institution in the place of residence. The competent institution shall furnish the institution of the other Contracting Party with the agreed form acknowledging the family member's eligibility to the benefit. If the referred to form is not available with the family member concerned, the institution shall contact the competent institution to obtain it.
- (2) Every registration shall be notified to the competent institution by the institution in the place of residence.
- (3) The competent institution shall notify the institution in the place of residence on the termination of the eligibility to the benefits in kind for the family members referred to in Article 12 of the Agreement.

(4) If a competent institution sends a notification on termination of the eligibility later than 30 days of the date of such termination, the post mark date of this notification shall be used as reference, under the condition that the institution of the place of residence actually provided the benefits in this period or that there was no eligibility under the legislation of the institution of the place of residence.

**Article 11**  
**Stay of the insured persons and their family members**  
**Application of Article 13 of the Agreement**

(1) To obtain the benefit, the person referred to in Article 13, paragraphs 1 and 2 of the Agreement in the need of immediate health treatments, shall submit to the institution in the place of stay, the agreed form acknowledging the person's eligibility to such health treatments while staying in the territory of that Contracting Party.

(2) The form referred to in paragraph 1 of this Article shall be issued by the competent institution upon the request of the person concerned before leaving the territory of the Contracting Party of the person's place of residence and the form shall contain the necessary information concerning the insured person and the period of eligibility. Exceptionally, if the person does not have the mentioned form, the institution of the place of stay shall request its subsequent issuance.

(3) In case of temporary incapacity to work or approved hospital treatment, the institution in the place of stay granting the benefit in kind shall without delay notify the competent institution by using the agreed form.

**Article 12**  
**Pension and/or annuity beneficiaries**  
**Application of Article 16 of the Agreement**

(1) To obtain the benefits in kind in the territory of the Contracting Party in the place of residence, the pension and/or annuity beneficiaries referred to in Article 16, paragraph 2 of the Agreement, shall register with the institution of the place of residence by submitting the agreed form whereby the competent institution acknowledges that the beneficiary is eligible to obtain the benefit in kind. The competent institution shall furnish the institution of the other Contracting Party with the copy of the agreed form.

(2) The form referred to in paragraph 1 of this Article shall also be applicable to the family members of the beneficiary of the pension and/or annuity who are eligible to benefits in kind under the legislation of the competent institution.

(3) If the referred to form is not available with the person referred to in paragraph 1 or 2 of this Article, the institution of the place of residence shall request its issuance from the competent institution.

(4) Every registration shall be notified to the competent institution by the institution of the place of residence.

(5) The competent institution shall notify the institution in the place of residence on the termination of the eligibility to the benefits in kind granted to the persons referred to in paragraphs 1 and 2 of this Article.

(6) If a competent institution sends a notification on termination of the eligibility later than 30 days of the date of such termination, the post mark date of this notification shall be used as reference, under the condition that the institution of the place of residence actually provided the benefits in this period or that there was no eligibility under the legislation of the institution of the place of residence.

### **Article 13**

#### **Cash benefits**

#### **Application of Article 15 of the Agreement**

(1) For the use of cash benefits in accordance with Article 15 of the Agreement, in case of residence or stay in the territory of the other Contracting Party, the insured person shall, within the deadline determined by the legislation of the competent institution, communicate with the institution of residence or stay by submitting the certificate of incapacity for work.

(2) The institution of the place of residence or stay shall forward, without delay, the agreed form based on the certificate referred to in paragraph 1 of this Article to the competent institution.

(3) The competent institution may request from the institution of the place of residence or stay to perform additional medical or administrative checks.

(4) The competent institution shall pay cash benefits directly to the insured person.

### **Article 14**

#### **Prosthesis, aids and other medical care services of substantial value**

#### **Application of Article 11, paragraph 3 and Article 13, paragraph 3 of the Agreement**

(1) For the authorization for the use of prosthesis, aids and other medical care services of substantial value, listed in the Annex of this Administrative Arrangement, the institution of the place of residence or stay shall request the authorization of the competent institution. The competent institution shall make a decision on this within 30 days of the receipt of the request. The institution of the place of residence or stay shall grant the benefits in kind if it has not received opposition at the end of this period.

(2) The previous authorization shall not be required for the medical care services of substantial value which do not exceed the amounts listed in the Annex referred to in paragraph 1 of this Article.



(3) When the provision of medical services is urgent, the institution of the place of residence or stay shall communicate this to the competent institution by using the agreed form.

**Article 15**  
**Reimbursement of costs**  
**Application of Article 18 of the Agreement**

(1) The institutions, through the liaison bodies, shall submit, twice a year, the order for the reimbursement referred to in Article 18 of the Agreement with a summary review and individual statements of actual expenditure on the agreed form, in two copies.

(2) The competent institution shall reimburse costs within six months from the date of receipt of the order for the reimbursement.

(3) In the case of a complaint to the calculation of the costs, the competent institution shall notify the institution granting the benefit in kind within six months from the date of receipt of the order for the reimbursement.

(4) In the case of a complaint to the amount of the effected payment, and/or a complaint to the payment which has not been effected, the institution that has provided the benefit in kind shall notify the competent institution within six months from the date of payment and/or date of expiry referred to in paragraph 3 of this Article.

(5) In the cases referred to in paragraphs 3 and 4 of this Article, if within six months there is no response to the complaint, it shall be regarded of as accepted.

(6) The amount of the order for the reimbursement shall be issued in the currency used in the territory where the expenses were incurred. This amount shall be calculated in EUR according to the middle exchange rate of the national bank of the Contracting Party in which the benefits were provided on the day of the submission of the order for the reimbursement with the exchange rate list attached. The payments shall be made in EUR.

(7) The institution which provided the benefits in kind shall submit the orders for the reimbursement to the competent institution no later than the end of the fifth year from the date on which the benefits in kind were provided.

**Chapter 2**  
**Old age, disability and death**

**Article 16**  
**Acknowledging the periods of insurance**  
**Application of Articles 19 to 22 of the Agreement**

The competent institution shall confirm the periods of insurance completed in accordance with its applicable legislation by using the agreed form.

**Article 17**  
**Submission of requests and entitlement procedures**  
**Application of Articles 20, 21 and 22 of the Agreement**

- (1) The competent institution of one Contracting Party shall receive the request for a benefit under the national legislation of the other Contracting Party. On the submission, it shall ask the person who is submitting the request to enclose all the available documents required for the competent institution of the other Contracting Party to process the request.
- (2) The date of submission to the competent institution of one Contracting Party shall be the date of its submission to the other Contracting party, unless the person who submitted the request has expressly requested the institution of the Contracting Party to delay the exercise of the right to the old age pension. In such case the benefit shall be decided upon after the submission of a new request.
- (3) The competent institution which receives the request shall calculate the benefit amount on the basis of the periods of insurance completed under its legislation and shall forward the adequate agreed forms to the competent institution of the other Contracting Party. The agreed forms shall be joined with all other available documents that may be useful for the processing of the request.
- (4) In case the periods of insurance completed under the legislation of the competent institution receiving the request do not entitle the claimant to the benefit, this institution shall forward the adequate agreed forms to the competent institution of the other Contracting Party.
- (5) Once the competent institution of the other Contracting Party receives the agreed forms, it shall grant the benefit according to the provisions referred to in Articles 21 or 22 of the Agreement and shall notify the competent institution of the first Contracting Party on the completion of the procedure by submitting the agreed forms.

**Article 18**  
**Notifying on the completion of the procedures to determine the eligibility to the benefit**  
**Application of Articles 21 and 22 of the Agreement**

The competent institutions shall decide on every request on case-by-case basis, notify the claimant of its decision and furnish the competent institution of the other Contracting Party with the copy of the decision, joined with the agreed form.

**Article 19**  
**Payment of benefits**  
**Application of Articles 5 and 33 of the Agreement**

- (1) The competent institution of one Contracting Party shall pay benefits directly to the beneficiary as provided for under the legislation the competent institution applies.
- (2) The competent institution shall request from the beneficiary the information on the place of residence, bank or postal account number and other data of relevance required to pay the benefit.

(3) The beneficiary eligible under the legislation of one Contracting Party, with the place of residence in the other Contracting Party shall furnish the competent institution with the life certificate once a year by the end of the first trimester of the calendar year. The life certificate shall be delivered to the beneficiary who shall fill in and sign the life certificate at the authorized body in the territory of the other Contracting Party, which shall acknowledge the signing of the document by the beneficiary. The beneficiary shall submit the life certificate to the competent institution within the required deadline, otherwise the benefit shall be temporarily suspended.

**Article 20**  
**Notifying**  
**Application of Article 30 of the Agreement**

The competent institutions shall notify one another on any available information, and particularly on:

- 1) recognition and changes of the eligibility to the benefit;
- 2) changes in the insurance periods;
- 3) new employment, or self-employment;
- 4) changes in marital status of a widow or widower;
- 5) moving to a third country;
- 6) change of address;
- 7) termination of schooling for children, and
- 8) the beneficiary's death.

**Chapter 3**  
**Work accidents and occupational diseases**

**Article 21**  
**Benefits in kind**  
**Application of Article 25 of the Agreement**

For the purpose of the application of Article 25 of the Agreement, Articles 9, 13, 14, 15 and 27 of this Administrative Arrangement shall apply *mutatis mutandis*.

**Article 22**  
**Aggravation of an occupational disease**  
**Application of Article 27, paragraph 2 of the Agreement**

In the case referred to in Article 27, paragraph 2 of the Agreement, the person concerned shall submit to the competent institution of the Contracting Party in which this person claims entitlement to benefits all information relating to benefits previously granted for the occupational disease considered. That institution may apply to any other institution which has previously been competent to obtain the information it considers necessary.

**Article 23**  
**Payment of cash benefit**  
**Application of Article 27 of the Agreement**

For the purpose of the application of Article 27 of the Agreement, the provisions of Article 13 of this Administrative Arrangement shall apply *mutatis mutandis*.

**Article 24**  
**Exchange between the institutions of information and documents related to**  
**work accidents and occupational diseases**  
**Application of Articles 24, 25, 26 and 27 of the Agreement**

The institution of the Contracting Party in the territory of which the work accident or occupational disease occurs shall furnish the competent institution with all the required information and documents, including the claimant's health report and certificate on termination of incapacity for work.

**Chapter 4**  
**Death grant**

**Article 25**  
**Entitlement to benefit**  
**Application of Article 28 of the Agreement**

(1) The claimant with the place of residence in the territory of one Contracting Party, in order to obtain the benefit as provided for under the legislation of the other Contracting Party, shall submit the request directly to the competent institution or through the institution in the claimant's place of residence.

(2) The request shall be delivered enclosed with the required documents as provided for under the legislation the competent institution applies.

**Chapter 5**  
**Unemployment benefit**

**Article 26**  
**Aggregation of periods of insurance**  
**Application of Article 29 of the Agreement**

For the purpose of the application of Article 29 of the Agreement, the institutions of the Contracting Parties shall use the agreed form to acknowledge the insurance periods completed by the claimants under the legislation the institutions apply, and the periods of payment of the unemployment benefit.

**PART IV**  
**MISCELLANEOUS PROVISIONS**

**Article 27**  
**Medical examinations and checks**  
**Application of Article 30, paragraph 7 of the Agreement**

- (1) Upon the request of the competent institution of one Contracting Party, the competent institution of the other Contracting Party shall dispatch free of charge all the available documents on the claimant's or beneficiary's incapacity for work and/or health condition.
- (2) Competent institutions may request that the person referred to in paragraph 1 of this Article undergo additional medical examination.
- (3) The costs of medical examinations and checks, required for granting, maintaining or reviewing of the benefit shall be reimbursed by the institution on behalf of which these examinations and checks have been conducted, on the basis of the tariffs the institution which conducted the examinations applies. Medical examinations conducted in the interest of the institutions of both Contracting Parties shall not be reimbursed.

**Article 28**  
**Exchange of statistical data**  
**Application of Article 30 of the Agreement**

The liaison bodies shall exchange the data on the pensions and annuities paid to the beneficiaries with the residence in the other Contracting Party in the previous calendar year by the end of March of the current year. The data shall pertain to the type of benefit, number of the beneficiaries and the amounts paid.

**PART V**  
**FINAL PROVISION**

**Article 29**  
**Entry into force**

- (1) This Administrative Arrangement shall enter into force simultaneously with the Agreement and shall have the identical period of validity as the Agreement.

(2) This Administrative Arrangement may be amended under the procedure as foreseen for its conclusion.

Done in Belgrade, on March 28, 2022, in two originals in the Serbian, Arabic and English languages, each text being equally authentic. In case of discrepancy in interpretation, the English version shall prevail.

For the competent authorities of  
the Republic of Serbia

For the competent authorities of  
the Republic of Tunisia

Prof Dr Darija Kisić Tepavčević  
Minister of Labour, Employment, Veterans  
and Social Affairs

Malek Ezzahi  
Minister of Social Affairs

## **Annex for determination of prosthesis, aids and other medical care services of substantial value**

(1) The medical care services referred to in Article 14, paragraph 1 of this Administrative Arrangement are the following:

### **1) Prostheses**

- prostheses for upper and lower extremities;
- visual aids such as ocular prosthesis;
- dental braces (fixed or removable);
- breast prosthesis.

### **2) Aids**

- wheelchairs, orthoses, shoes and other aids for movement, standing and sitting;
- contact lenses, magnifier glasses and telescopic glasses;
- hearing and speech aids;
- inhalers and concentrators;
- palatal obturator;
- orthodontic devices;
- aids for treatment and prevention of diabetes;
- stoma program;
- aids for incontinence (diapers, catheters).

### **3) Other medical care services of substantial value**

- specialized hospital treatment;
- spa treatment;
- physical therapy;
- additional diagnostic means;
- all subsidies covering part of expenses for abovementioned benefits;
- any prosthesis or aid not on this list, the cost of which exceeds the amounts foreseen by paragraph 2 of this Annex.

(2) The amounts referred to in Article 14, paragraph 2 of this Administrative Arrangement are the following:

- For Serbia: EUR 500 in RSD counter value;
- For Tunisia: EUR 500 in TND counter value.