

**ADMINISTRATIVE ARRANGEMENT
FOR THE IMPLEMENTATION
OF THE AGREEMENT ON SOCIAL SECURITY
BETWEEN THE REPUBLIC OF SERBIA
AND THE REPUBLIC OF CYPRUS**

In accordance with paragraph (1) with Article 25 of the Agreement on Social Security between the Republic of Cyprus and the Republic of Serbia concluded at Nicosia on 20th May, 2010, hereinafter referred to as "the Agreement", the Competent Authorities agreed for implementation of this Agreement the following:

**PART I
GENERAL PROVISIONS**

**Article 1
Definitions**

In this Administrative Arrangement the terms which are determined in Article 1 of the Agreement will be used with the same meaning, which was attributed in the said Article.

**Article 2
Liaison Offices and competent institutions**

(1) According to Paragraph (3) Article 25 of the Agreement the Liaison Offices are as follows:

- In relation to the Republic of Serbia
The Social Insurance Institution
- In relation to the Republic of Cyprus
The Social Insurance Services

(2) The competent institutions are as follows:

In relation to the Republic of Serbia:

- For sickness benefit
Republic Health Insurance Institution;
- For old age, invalidity and survivors benefits
Republic Fund for Pension and Disability Insurance
- For injuries at work and professional diseases
Republic Health Insurance Institution and
Republic Fund for Pension and Disability Insurance

- For unemployment benefit
National Employment Service

In relation to the Republic of Cyprus

- The Social Insurance Services

(3) The Liaison Offices are entrusted the duties defined in this Administrative Arrangement. For the implementation of this Agreement the Liaison Offices may communicate directly with each other and as well as with the persons concerned or the persons authorized by them. They shall also provide mutual assistance during the implementation of the Agreement.

(4) The competent institution or liaison office of the Contracting States shall in mutual agreement define forms necessary for implementation of the Agreement.

PART II IMPLEMENTATION OF THE PROVISIONS FOR THE APPLICABLE LEGISLATION

Article 3 Certification on applicable legislation

(1) In the cases of Articles 7 to 12 of the Agreement a person is subject to the legislation of the one Contracting State while is gainfully occupied in the territory of the other Contracting State. The competent institution of the Contracting State of which the legislation is applicable, shall issue upon application, certificate indicating that the employed person remains in respect of the employment referred, subject to the legislation of this Contracting State. The certificate shall be issued on an agreed form.

(2) The competent institution of the Contracting State which is going to issue the certificate according to Paragraph (1) of this Article shall send a copy to the Institution of the other contracting state.

PART III APPLICATION OF THE SPECIAL PROVISIONS CONCERNING THE BENEFITS

Article 4 Certification of Periods of Insurance

For the implementation of Article 13 of the Agreement, the competent institution of one Contracting State, shall issue certificate in the agreed bilingual form for the periods of insurance completed under its legislation upon the request of the competent institution of the other Contracting State.

Article 5
Claim for Benefits

(1) Where a person who resides in the territory of one Contracting State claims pension solely under the provisions of the legislation of the other Contracting State he may submit the application together with the relevant official evidence to the competent institution of the Contracting State of residence.

(2) Where the person who has completed insurance periods under the provisions of the legislation of both Contracting States, claims a pension, the claim shall be submitted to the competent institution of the place of residence.

Article 6
Adjudication of Claim

(1) The competent institutions of both Contracting States shall use liaison form in which they record the date of claim, the identification particulars the insurance periods completed under their respective legislation – paid and credited as well as other relevant information.

(2) The competent institutions shall provide any particular or information which is necessary for the determination of the right to pension according to their respective legislation as well as the medical advices.

(3) The competent institutions shall communicate to each other the decisions taken by them for long term benefits.

Article 7
Benefit Payments

(1) Each competent institution shall pay directly the benefits to the beneficiaries.

(2) For the payment of pensions in the territory of the other Contracting State, the beneficiary shall send to the competent Institution once a year a life certificate on an agreed form, signed by the beneficiary and certified by the competent Institution of his place of residence.

Article 8
Medical Examinations

(1) The liaison office or competent institution of the one Contracting State will, to the extent permitted by the legislation which it administers, provide, upon request, to the liaison office or competent institution of the other Contracting State such medical information and documentation as are available concerning the disability of a claimant or beneficiary.

(2) The amounts due as a result of applying the provisions of Paragraph 3 - Article 26 of the Agreement will be reimbursed without delay on receipt of a detailed statement of the costs incurred.

Article 9
Reimbursements

Costs for administrative expenses are not reimbursed.

Article 10
Appeals and Related Documents

The competent Institution which receives appeals and other related documents which are required under the legislation of the other Contracting State shall:

- (a) stamp each document with the date of receipt,
- (b) send the documents as soon as possible to the service of the competent Institution of the other Contracting State.

Article 11
Exchange of Information

(1) The liaison offices of the Contracting States shall exchange on an annual basis statistical information upon their request, regarding the payments that each competent Institution has made under the Agreement.

(2) The competent institutions shall exchange information concerning all the changes that come to their knowledge and are related to the personal or marital status or the health status or the employment status of the beneficiaries which may affect their rights or obligations.

Article 12
Entry into force

This Administrative Arrangement shall enter into force on the same day with the Agreement and shall operate for the duration of the Agreement.

Done at Nicosia on 20th May, 2010, in two originals in the Serbian, Greek, and English language, each text being equally authentic. In case of any difference in interpretation, the text in the English language shall prevail.

For the Republic of Serbia

Slobodan Milosavljević, m.p.

For the Republic of Cyprus

Marcos Kyprianou, m.p.