

# about printing

Printing into forms...

To fill in the one-piece form, organizations can use a programme, which is available free on the ČSSZ web sites. Owing to the programme, it is possible to fill in data directly on the computer monitor and then print them into the ELDP form.

# About individual accounts of insured persons...

The ELDP, which an employer sends to ČSSZ, are carefully archived. They are the basis for electronic individual accounts of insured persons (IKP), which shall originate in 2006. IKP shall represent personal electronic account of each insured person, which shall be kept by ČSSZ and in which all data on social insurance of the client over his/her whole life shall be entered. The electronic IKP shall significantly shorten an arrangement of pensions and simplify communication with foreign insurance holders.

# FAQ... about questions

## Until when, do I have to fill in and submit ELDP?

In the case of a terminated employment, it is necessary to fill in an ELDP within one month after the final income statement and submit it to OSSZ within 8 days. If employment continues also after 31<sup>st</sup> December, it is necessary to fill in an ELDP after the final accounts, however, by 30<sup>th</sup> April of the next year at the latest and submit it to OSSZ within 8 days.

## I registered at PVS and I forgot my identifier and password. What shall I do?

Contact the PVS support:  
Telehone: 800 20 21 22  
Email: servisvs@ct.cz

## Our payroll system does not use diacritics. Is it possible to send an ELDP electronically without diacritics?

Yes. It also does not matter whether you use small letters or capital letters.

## How to proceed in a case of failure of the PC, on which the signature key was installed?

It is necessary to back up the signature key. In a case in which it is backed up, install the signature key on a computer, on which it is needed (according to instructions on the web sites – export of a signature key). In a case in which the key was not backed up, the competent social security administration shall issue a new signature key for you.

# about information

About provision of information...

## Czech Social Security Administration

Křižová 25, 225 08 Praha 5  
tel.: 257 062 860 - 8, e-mail: [posta@cssz.cz](mailto:posta@cssz.cz)

<http://www.cssz.cz>

ČSSZ headquarters	KSSZ a OSSZ/PSSZ/MSSZ Brno
Mondays and Wednesdays 8.00 - 17.00 hod.	Mondays and Wednesdays 8.00 - 17.00 hod.
Tuesdays and Thursdays 9.00 - 14.30 hod.	Tuesdays and Thursdays 8.00 - 14.30 hod.
Fridays 9.00 - 14.00 hod.	Fridays 8.00 - 13.00 hod.

Call Centrum	tel.: 257 062 860 - 8
Apart from personal contact, you can also contact the ČSSZ Call Centrum, via telephone during the following hours:	Mondays and Wednesdays 8.00 - 17.00 h
	Tuesdays and Thursdays 8.00 - 14.30 h
	Fridays 8.00 - 14.00 h

## Ministry of Informatics

Havelkova 2, 130 00 Praha 3  
tel.: 221 008 111  
e-mail: [posta@micr.cz](mailto:posta@micr.cz)

<http://www.micr.cz>



Ministerstvo  
informatiky  
České republiky

## Portal of the Public Administration

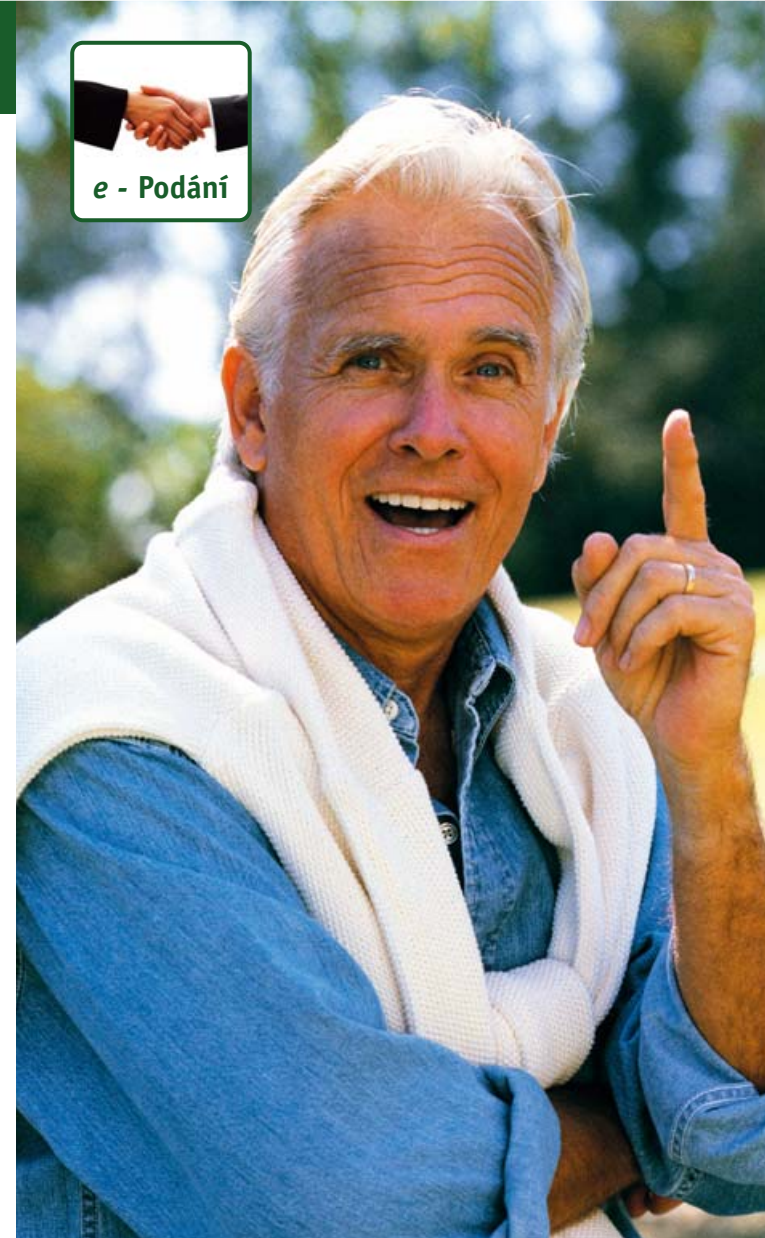
tel.: 800 202 122, e-mail: [helpdesk@portal.gov.cz](mailto:helpdesk@portal.gov.cz),

<http://www.portal.gov.cz>

The Portal of the Public Administration is the gateway to the official electronic site of the Czech Republic. You can find a full directory of the state administration, effective laws, instructions, how to proceed in particular life situations in relation with authorities and an array of other information guaranteed by the state at the address <http://www.portal.gov.cz>. The Portal of the Public Administration is also the site via which you can communicate with the state directly through electronic submissions. The operator of the Portal of the Public Administration is the Ministry of Informatics.



e - Podání



# e - Submission

Personal Records  
for Pension Insurance



Issued in July 2005

The Czech Social Security Administration (ČSSZ) is a governmental body, with the competence in the field of pension and sickness insurance in the Czech Republic. It is responsible for sickness and maternity benefits in cash and for old-age, disability, widow's, widower's and orphan's pensions. The ČSSZ is also in charge of collecting social security insurance contributions.

## About Personal Records for Pension Insurance...

These are documents, which are essential for deciding on entitlements to pension and for determination of its amount. **Personal Records for Pension Insurance** (ELDP) are kept by organizations for their employees including periods of insurance, amount of earnings and excluded periods (usually the dates of receiving sickness benefits) are stated in them.

The Czech Social Security Administration retains all personal records delivered from organisations in its archive.

Organizations previously kept ELDP in paper form and they used to submit them to social security authorities only after a termination of employment. Since 1st January 2004, organizations keep a new ELDP always for each calendar year, or its part (in case an employee started or terminated gainful activity during a calendar year).

An organization is also obliged to issue **duplicates of ELDP** – it submits one to an employee for signing and files it in its register, the second one the employee receives from the organization. In practise this means that people now have the chance to continuously check their periods of insurance and as to whether their employer fulfils its legal obligations.

## Periods for submission of ELDP...

Organizations submit ELDP to a social security authority within 8 days:

- from an entry of data into ELDP,
- from an appeal of a social security authority,
- from a cessation of an organization.

In case the insured person dies, an organization must submit ELDP:

- together with an application for widow's, widower's or orphan's pension,
- upon request of the social security authorities,
- within three months from a death, unless the abovementioned situations occurred sooner.

Organizations submit the **Personal Records for Pension Insurance** to ČSSZ through the District Social Security Administration (OSSZ), in which district the organization division is located, which keeps salary records. The ELDP can be submitted:

- by electronic submission via the Portal of the Public Administration,
- by electronic submission on a data medium (diskette 3.5"/1.44 MB, CD),
- on a prescribed form of ČSSZ.

The manners of ELDP submission can be combined. However, ČSSZ unequivocally prefers an electronic submission (so-called e - Submission), preferably via the Portal of the Public Administration.

## Basic conditions for e - Submission...

To be able to transfer the information on insured persons electronically, **it is necessary:**

**1. To charge a particular natural person**, who shall be responsible for all operations related to the electronic submission. Employers can charge its employee or can choose their representative – proxy, e.g. external accountant, representative of another organization etc. with an electronic submission via the Portal of the Public Administration.

**2. To have a payroll/personnel system, which allows for electronic transfer.** The condition for a successful e - Submission is an observance of the data record structure - XML record, electronically signed. All conditions of a successful e - Submission are available on the ČSSZ web sites at [http://www.cssz.cz/tiskopisy/ELDP\\_2004/evidencni\\_listy\\_2004.asp](http://www.cssz.cz/tiskopisy/ELDP_2004/evidencni_listy_2004.asp).

**3. It is necessary to be connected to the Internet** for e - Submission via the Portal of the Public Administration.

**4. The worker authorised for e - Submission must own an electronic signature (a qualified certificate) or a ČSSZ signature key\* and must be registered at the locally competent OSSZ.**

\* For a verified and safe electronic communication with ČSSZ, it is necessary to supply a submission with an electronic signature issued by an accredited certification authority (so-called qualified certificate). Over a temporary period of three years, it is also possible to use a so-called ČSSZ signature key. It is issued by a locally competent social security administration. It also implements a registration for electronic submission and upon request, it shall also help with registration at the Portal of the Public Administration. If an organization uses a ČSSZ signature key, it must supplement the e - Submission with a confirmation of submission with a signature and stamp by an authorised person or with a verbal affidavit at the competent OSSZ within 3 days.

### Advantages of electronic submission of ELDP:

- availability 24 hours 7 days per week,
- automatic response, as to whether the submission was accepted or rejected and the reason for rejection,
- possibility of immediate correction and new submission,
- it is not necessary to solve problems occurring during print into ČSSZ forms, mainly complicated set up of a printer,
- high level of transfer security.

## e - Submission procedure...

If an authorised worker wants to submit an ELDP electronically, it is necessary:

**1. to fill in the ČSSZ form „Notification on Authorisation for Ensuring All Operations Related to Submission of Personal Records for Pension Insurance“.**

**2. to create an application for ČSSZ signature key**, if he/she is going to use it during electronic transfer. In case, he/she is going to use qualified certificate, **it is necessary to prepare the public part of the qualified certificate.**

**3. to register at the competent OSSZ**, where the authorised worker shall bring with him/her:

- **Notification on Authorisation,**
- **Application for the ČSSZ signature key, possibly the public part of the qualified certificate,**
- **identity card or passport.**

**4. to register at the PVS and activate the ČSSZ signature key** on the same PC, on which the application for using a signature key during communication with ČSSZ was created. After the activation, ČSSZ recommends to back up the signature key in case of PC problems.

Providing that the authorised worker is prepared for electronic submission, he/she can send an ELDP.

### Reports from ČSSZ

If the authorised person sends an ELDP, he/she receives from the ČSSZ to the given e-mail address:

- **a report, as to whether the submission was accepted or rejected**, in case of rejection, it is together with a list of mistakes, on the basis of which the submission was not accepted,
- **a pre-filled in „Addition of Submission“** in case the received submission was signed by the ČSSZ signature key.

In case of any doubts, it is possible to address a contact worker at the competent OSSZ.