

About Personal Records for Pension Insurance...

Personal Records for Pension Insurance (ELDP) are documents, which are kept by organizations for their employees. They contain periods of insurance, amount of earnings and excluded periods (usually the dates of receiving sickness benefits), therefore data essential for deciding on entitlements to pension and for determination of its amount. Since 1st January 2004, organizations are under the obligation to close ELDP each calendar year, send them to OSSZ/PSSZ/MSSZ and give a duplicate to the employee. In practise this means that people have the chance to continuously check as to whether their employer fulfils its legal obligations and at the same time have a document confirming their periods of insurance.

ELDP are the basis for the Individual Accounts of the Insured (IKP), which contain data from all documents related to the periods of insurance registered in the ČSSZ.

About Forms and e-Submission...



e - Podání

The forms from the area of pension and sickness insurance, EU forms, applications and confirmations are available in the classic paper form at all ČSSZ business points. Many of them also have an electronic form and people can submit them electronically. Both forms and electronic forms

including instructions how to fill them in and manuals for the e - Submission can be found on the website of ČSSZ.

The ČSSZ has the ambition to become a fully electronic office and shall provide as many services using the Internet as possible. Currently, the ČSSZ allows for e - Submission of the following:

- Personal Records for Pension Insurance (ELDP),
- Registrations and Deregistration of Employees for Sickness Insurance (P/O),
- Revenue and Expenditure Overview of Self-Employed Persons (PREHLED).

e - Submission of ELDP, P/O and the Overview of OSVČ can be executed through the Portal of the Public Administration, or on a data medium (diskette 3,5"/1,4 MB, CD). For e - Submission of P/O and Overview of OSVČ people can use the programme XML602 Filler free of charge and the electronic form published on the websites of the ČSSZ. A part of e - Submission, confirming the sender's identity, must be also a guaranteed electronic signature, i.e. a qualified certificate. It is issued by accredited providers of certification services; it is valid for one year and serves for safe electronic communication with all public administration authorities.

About Information Provision of Information...

ČSSZ headquarters		Regional and district points of business	
Monday and Wednesday	8.00 - 17.00 h	Monday and Wednesday	8.00 - 17.00 h
Tuesday and Thursday	9.00 - 14.30 h	Tuesday and Thursday	8.00 - 14.00 h
Friday	9.00 - 14.00 h	Friday	8.00 - 13.00 h

Call centre: +420 257 062 860 - 8

<i>You can also contact the individual KSSZ, OSSZ, PSSZ or MSSZ by a telephone. The exact contact details including addresses of electronic postrooms for the individual offices can be found on the website of the ČSSZ www.cssz.cz.</i>		Monday and Wednesday	8.00 - 17.00 h
		Tuesday and Thursday	8.00 - 14.30 h
		Friday	8.00 - 14.00 h

Internet

Electronic postroom: posta@cssz.cz

Websites: <http://www.cssz.cz>

ČSSZ headquarters

Křížová 25, 225 08 Praha 5

Telephone central: + 420 257 061 111

Municipal Social Security Administration (MSSZ) in Brno
Veveří 5, 660 20 Brno
Tel.: 541 516 111, Fax: 541 516 321

Regional Social Security Administration (KSSZ) for the South Bohemia Region
A. Barčala 1461,
370 05 České Budějovice
Tel.: 387 755 111, Fax: 387 755 153

Regional Social Security Administration (KSSZ) for the South Moravia Region
Kounicova 14, 602 00 Brno
Tel.: 549 127 111, Fax: 549 127 218

Regional Social Security Administration (KSSZ) for the Karlovy Vary Region
Krymská 2A, 360 01 Karlovy Vary
Tel.: 353 160 111, Fax: 353 228 415,
353 160 222

Regional Social Security Administration (KSSZ) for the Hradec Králové Region
Slezská 839, 502 00 Hradec Králové
Tel.: 495 076 111, Fax: 495 076 241

Regional Social Security Administration (KSSZ) for the Liberec Region
Tř. Dr. M. Horákové 23, 460 31 Liberec
Tel.: 485 236 111, Fax: 485 104 655

Regional Social Security Administration (KSSZ) for the Moravia-Silesia Region
Zelená 3158/34a, 702 00 Ostrava
Tel.: 596 662 111, Fax: 596 612 257

Regional Social Security Administration (KSSZ) for the Olomouc Region
Na Šibeníku 1179/5, 772 11 Olomouc
Tel.: 585 708 111, Fax: 585 411 204

Regional Social Security Administration (KSSZ) for the Pardubice Region
U Stadionu 2729, P.O.BOX D2,
530 01 Pardubice
Tel.: 466 742 111, Fax: 466 742 200

Regional Social Security Administration (KSSZ) for the Plzeň Region
Lobezská 12, 305 75 Plzeň
Tel.: 377 426 111, Fax: 377 241 374

Prague Social Security Administration (PSSZ)
Trojská 1997/13a, 182 00 Praha 8
Tel.: 221 921 111, Fax: 257 322 104

Regional Social Security Administration (KSSZ) for the Central Bohemia Region
Kartouzská 4, 150 00 Praha 5
Tel.: 257 099 811, Fax: 257 320 230

Regional Social Security Administration (KSSZ) for the Ústí nad Labem Region
Revoluční 3289/15,
400 01 Ústí nad Labem
Tel.: 475 314 111, Fax: 475 211 009

Regional Social Security Administration (KSSZ) for the Vysočina Region
Wolkerova 37, 586 04 Jihlava
Tel.: 567 142 111, Fax: 567 300 701

Regional Social Security Administration (KSSZ) for the Zlín Region
třída Tomáše Bati 3792, 762 61 Zlín
Tel.: 577 041 111, Fax: 577 041 103



People first...

About the Czech Social Security Administration



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, for the payment of old-age, full invalidity, partial invalidity, widow's, widower's and orphan's pension. The ČSSZ is also in charge of collecting social security insurance contributions.

The development of revenues from premiums on social security and expenses on pension and sickness insurance benefits:

	2001	2002	2003	2004	2005
Revenues	234 815	250 349	264 209	285 064	302 085
Expenditures	225 398	243 048	252 580	256 446	275 308

(in millions CZK)

The abovementioned revenues include both tax and non-tax revenues from insurance including accessories, i.e. penalties and fines. Revenues from other activities of ČSSZ are not included.

About Offices About Easily Accessible Offices...

The ČSSZ headquarters has its seat in Prague. Regional social security administrations operate in all regional towns/cities, the Prague Social Security Administration operates in Prague with thirteen regional offices, in Brno it is the Municipal Social Security Administration with one regional office. Public services are provided also by district social security administrations. People can therefore use altogether 91 offices of ČSSZ in the whole Czech Republic.

A part of the ČSSZ is also Medical Assessment Service (LPS), which through regional departments of LPS oversees 83 units of LPS, which physicians assess state of health and capacity for work for the purposes of social security and carry out checks of assessments of temporary incapacity for work.

About Benefits About Sickness Insurance Benefits...

Sickness insurance benefits are to financially secure economically active citizens at a time of a short-term loss of income by the reason of sickness or maternity. The conditions for entitlement, determination of amount and calculation of sickness insurance benefits are stated in the Act No. 54/1956 Coll., and in the Act No. 88/1968 Coll.

Participation on sickness insurance of employees is obligatory. Self-employed persons (OSVČ) can pay the aforementioned insurance voluntarily if they register for participation.

Sickness benefits, benefits for care of a family member, income support in pregnancy and maternity and maternity benefits in cash are paid from sickness insurance of employees. Self-employed persons are entitled to sickness benefits and income support in maternity if they pay contributions to sickness insurance. Benefit payments are organized through employers who employ more than 25 people. In other cases and self-employed persons, benefits are paid out by the competent district social security administrations, in Prague by the regional office of the Prague Social Security Administration, in Brno by the regional office of the Municipal Social Security Administration. Citizens can approach them for assistance in case their employers fail to pay them the sickness benefits they are entitled to.

About Registrations About Registrations and Deregistrations...

Using the form Registration – Deregistration of Employee for Sickness Insurance (P/O), employers register their employees for participation on sickness insurance. The obligation of employers is to register new employees with the competent OSSZ/PSSZ/MSSZ Brno and when they terminate their labour relation, they also have to deregister them at the same place. In both cases they have to do so within eight days from the commencement or termination of labour relation. The same period applies also to reporting any changes in sickness insurance.

An organization with over 25 employees may arrange in writing with the competent OSSZ/PSSZ/MSSZ different periods for registering and deregistering employees, which welcome in particular organizations with a large number of employees and with great movement of labour force. The abovementioned eight-day period is however obligatory for small organizations and self-employed persons.

For execution of social security serves the register of insured persons, which contains data on all persons, registered for sickness and pension insurance. It also contains information important for fulfilment of international treaties on social security. The register of insured persons is kept by the Czech Social Security Administration since 1st July 2005.

About Payment About Payment of Contributions...

Social security insurance contributions collected by the ČSSZ include contributions towards pensions, sickness benefits and unemployment benefits.

Social security contributions are paid by organizations and small organizations, i.e. employers, who are obliged to pay the contributions also for their employees. Contributions are also paid by self-employed persons (OSVČ) and by voluntary contributors to the pension system.

Self-employed persons are obliged to contribute towards their pension and unemployment schemes. Periods of non-payment do not count towards pension entitlement. If a self-employed person registers for sickness insurance, which is voluntary, they also contribute to sickness insurance.

Voluntary contributors to pension insurance pay only pension contributions. Other participants in the pension insurance scheme are also people that do not pay the relevant contributions themselves – their participation in the scheme derives from legal regulations. This concerns the 'equivalent periods' of for example full-time students, persons caring for children, job seekers or men performing military service.

About Benefits About Pension Insurance Benefits...

The ČSSZ decides about pensions, i.e. benefits of pension insurance, pursuant to domestic regulations on pension insurance, pursuant to international agreements on social security and since 1st May 2004, also pursuant to the social security legislation of the European Union.

The Act No. 155/1995 Coll. on Pension Insurance defines the following types of pension insurance benefits: old-age pension, full and partial invalidity pension, widow's, widower's and orphan's pension. Increment of pension for payment of nursing care is also provided from pension security.

Pensions are paid in advance, either in cash – in which case it is delivered by the Czech Post service, or by bank transfer to the client's bank account. The ČSSZ assigns each client with a specific payment date, usually any even date between the sixth and the twenty-fourth day of each month. If the client moves to a retirement home, the pension is paid out on the fifteenth day of the month.

