

about restoration

ELDP can be restored ...

If you are missing some insurance periods, OSSZ/PSSZ/MSSZ can help you with finding out the address of ceased organizations' archives. In the event that these archives cannot be found, OSSZ/PSSZ/MSSZ can issue a substitute ELDP, i.e. restore the original Personal Record for Pension Insurance.

A restoration of ELDP is possible only in the case that the documents necessary for restoration are available either at OSSZ/PSSZ/MSSZ, or if you present them yourself. The documents, which can prove the duration of gainful activity and assessment basis necessary for a restoration of personal records, are:

- ▶ employment contracts, documents on a termination of employment,
- ▶ pay slips,
- ▶ earning records,
- ▶ employment record,
- ▶ confirmation of employment duration provided by a former employer or by an archive,
- ▶ ROH card if it contains stamps proving payment of contributions in individual months,
- ▶ confirmation of taxable incomes from dependant activity and function benefits and on deducted tax deposits,
- ▶ a photocopy of the statement on partial invalidity pension beneficiary's incomes etc.

The ČSSZ enters the missing insurance periods or assessment basis into IKP based on a newly issued (restored) ELDP. In exceptional cases, when you own a document unequivocally confirming employment and its duration, the insurance period can be included directly after presenting it and it is not necessary to restore ELDP. However, this procedure (i.e. a direct inclusion of missing insurance periods from a document other

than ELDP) is not possible in the case that an assessment basis after 1985 is being proved, or an insurance period after 1995, or a gainful activity for which specific conditions had to be fulfilled (a home, seasonal or campaign worker, a worker or an expert abroad, a worker on contract for work and work for irregular help).

about information

Information is provided ...

The ČSSZ tries to think of itself primarily as a provider of service to the public. All ČSSZ contact points are therefore open to the public every weekday:

ČSSZ Headquarters	Regional and District Contact Points
Mondays and Wednesdays 8.00–17.00 h	Mondays and Wednesdays 8.00–17.00 h
Tuesdays and Thursdays 9.00–14.30 h	Tuesdays and Thursdays 9.00–14.00 h
Fridays 9.00–14.00 h	Fridays 9.00–13.00 h

Internet

Electronic submission: posta@cssz.cz

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

ČSSZ Headquarters

Address: Křížová 25, 225 08 Praha 5

Telephone exchange: +420 257 061 111

Fax: +420 257 063 360

Call Centrum: +420 257 062 860 – 8

You can also directly contact the individual KSSZ, OSSZ, PSSZ, or MSSZ via telephone. Exact contact details including electronic addresses of all contact points can be found at the ČSSZ website <http://www.cssz.cz>.

Portal of the Public Administration

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

Tel.: 800 202 122

E-mail: helpdesk@portal.gov.cz



How to care
for your pension
insurance...

About Individual Accounts
of Insured Persons



The Czech Social Security Administration (ČSSZ) is a governmental body, with the competence in the field of compulsory 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 and partial invalidity, widow's, widower's and orphan's pension. The ČSSZ is also in charge of collecting social security insurance contributions and contributions to the state policy of employment and in the event of debts on contributions, it also recovers outstanding contributions.

An effective administration of the social security system requires keeping records on insured persons using the latest technologies. Amongst others, this also means to continuously digitalize paper documents. The optical archives of the ČSSZ currently numbers over 100 million electronic documents on insured persons. In addition, the ČSSZ as the very first state administration organization introduced electronic submissions of documents, i.e. e – Submission, via the Portal of Public Administration (PVS).

about documents What ELDP serves for ...

Personal Records for Pension Insurance (ELDP) are essential documents for the pension insurance. They contain periods of insurance, income amounts and excluded periods (usually days of receiving sickness benefits), i.e. data necessary for the calculation of a pension.

ELDP are kept by organizations for their employees. In the past, they used to complete them only after an employee terminated his/her employment with them and then they used to send it to the ČSSZ. Since 1st January 2004, organizations are under the obligation to issue ELDP for each calendar year, even in the event that employment continues, or for a part of a year if an employee terminated employment with the organization during a calendar year. Organizations send Personal Records for Pension Insurance to the ČSSZ, they are under the obligation to give one copy to the employee, and they must keep another copy of ELDP for three years in their records.

ELDP may be sent to the ČSSZ as paper documents by post or electronically. Organizations may use the electronic submission of ELDP via PVS providing that they obtained a qualified certificate (i.e. a guaranteed electronic signature) and providing that the sent data fulfil all requirements determined by the ČSSZ. ELDP may be submitted electronically also on storage mediums, i.e. diskettes or CDs. Owing to annual ELDP, you can regularly monitor as to whether your employer fulfils all of its legal obligations and at the same time, you have information regarding the periods of your pension insurance in the individual years.

about accounts What individual accounts of insured persons are ...

Digitalization and the change to annual ELDP allowed for the origination of individual accounts of insured persons (IKP). IKP is a data record file from all entitlement documentation of an insured person, which the ČSSZ has in its records. IKP contains information about the insurance periods, credited periods of insurance and on assessment basis (incomes). These may be insurance periods obtained from ELDP, from self-employed activity (SVČ), voluntary insurance periods, periods of registration with the Labour Office, information on the civilian service, periods of care for a close person, or information on receiving invalidity pension.

Currently, the ČSSZ checks the correctness of the individual IKP so it can make them available to its offices. Therefore, you will be able to find out information on periods and incomes important for the pension proceedings at all ČSSZ offices in the whole Czech Republic in the future. The objective of the ČSSZ is also to introduce such technologies, which would allow you a safe on-line access directly into your IKP. IKP will also facilitate communication of the ČSSZ with foreign insurance bearers and will shorten the period necessary to process pension.

Now you can already find out what periods of insurance the ČSSZ has in its records. Since 1st January 2006, you can apply to the ČSSZ once per year for sending Informative Personal Record for Pension Insurance (IOLDP), which is an extract of information from your Individual Account of Insured Person. IOLDP contains apart from information on insurance periods and credited insurance periods also assessment basis and excluded periods since 1986. The application for IOLDP must contain the applicant's birth certificate number, surname, given name, maiden name, and address, to which the informative personal record shall be sent. It can be submitted to the ČSSZ either in writing or electronically with a guaranteed electronic signature. The ČSSZ will send you the informative record within 90 days from the receipt of your application.

about evidence Insurance periods are proved ...

The records on insurance periods may not be complete in all cases. Some organizations have not fulfilled their legal obligations and have not sent Personal Records for Pension Insurance of their employees to the ČSSZ. And also: the records of the ČSSZ do not contain data on credited periods of insurance, which are usually proved only at the time of submitting a pension application (for example the period of care for a child, military service period, studying period etc.). In the event that based on the Informative Personal Record for Pension Insurance you find out that **some data on certain employment period are missing, the ČSSZ recommends** that you contact your then employer, inform them about a probable neglect of its legal obligation in the area of ELDP and ask them to send the Personal Record for Pension Insurance to the ČSSZ. In the event that this progress is not possible for example due to the fact that the organization does not exist anymore, contact your competent District, Prague, or in Brno, the Municipal Social Security Administration (OSSZ/PSSZ/MSSZ), which will help you with obtaining the missing documents.