



Dear Sir or Madam,

We would like to draw your attention to the following important information:

- **Regular monthly payments of your pension will be introduced** from January 2026. Your pension will be paid into the same bank account. You will be obliged to submit a *Certificate of Living* twice a year, once by the end of June and then by the end of December. You must send your first *Certificate of Living* to us in December 2025 (the form is attached). Your handwritten signature must be authenticated no earlier than 1 December 2025. On this basis, you will receive your pension regularly every month until June 2026. The next *Certificate of Living*, bearing your authenticated handwritten signature, must be sent to us in June 2026, then again in December 2026 and repeatedly every six months thereafter.
- **The way in which indexation notifications are sent is changing.**
If you would like to have indexation notifications sent to your address by post, you must **request this by 30 September 2025** (the prescribed form is attached). Individuals born after 31 December 1954 are charged the cost of postage, which we deduct from the first indexed instalment.
- If you would like to **receive selected documents relating to your pension payment by email** in the future, please complete and return the attached *Request for Pension Documents in an email*. Please read carefully the "**Advice**" section, which sets out the conditions for documents to be sent to your email inbox. The **service will be launched** as soon as a technical solution guaranteeing a high level of security is in place.
- For detailed information and updates on pension payments to individuals permanently residing outside the Czech Republic, the sending of indexation notifications, and the introduction of the electronic sending of documents, please visit <https://www.cssz.cz/web/lang?lang=en>.

We are confident that these changes will help to make communication with our institution more convenient and secure. We are available to answer any questions you may have.

Yours faithfully,

Lenka Kačenková
Director of Pension Benefits Payments
and Deductions Section

Attachments:

- 1) Certificate of Living
- 2) Request for Indexation Notifications to be Sent by Post
- 3) Request for Pension Documents in an email

Please note:

The personal data required by the CSSA/DSSA is processed in compliance with data protection legislation and solely for legitimate purposes. For more information, please visit: <https://www.cssz.cz/cz/gdpr.htm>.

POTVRZENÍ O ŽITÍ – pro vyplácení důchodu / CERTIFICATE OF LIVING – for payment of pension

A. Základní identifikace – důchodce/příjemce sirotčího důchodu / Basic identification - pensioner/orphan's pension beneficiary

Příjmení/Family name	Jméno/Forname	Datum narození/Date of birth	Rodné číslo/Birth certificate number ¹⁾
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Adresa bydliště (mimo území ČR)/Address of residence (outside the Czech Republic)			Stát/State
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>

B. Údaje o rodinném stavu a dalších podmínkách důchodce/příjemce sirotčího důchodu / Date on marital status and other conditions of the pensioner/orphan's pension beneficiary

Rodinný stav/Marital status ²⁾	Státní příslušnost/Nationality
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

C. Údaje o nezaopatřených dětech, o které důchodce/příjemce sirotčího důchodu pečuje / Data on dependent children in the pensioner's/ orphan's pension beneficiary care ³⁾

Příjmení a jméno dítěte/Family name and forname of child	Datum narození dítěte/ Date of birth of child	Rodné číslo/evidenční číslo dítěte / Birth certificate number/ Registration number of child ⁴⁾
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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D. Údaje o zástupci důchodce/zástupci sirotka (sirotků), kterému (kterým) byl přiznán sirotčí důchod / Data of the representative of the pensioner/representative of the orphan (orphans) who has been granted an orphan's pension ⁵⁾

Příjmení/Family name	Jméno/Forname	Datum narození/Date of birth
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Název právnické osoby/Name of the legal entity		Identifikační číslo/ Identification number
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>

¹⁾ Není-li přiděleno rodné číslo, uveďte se evidenční číslo pojištěnce nebo datum jeho narození.

If a birth certificate number has not been assigned, please give registration number of the insured person or his/her the date of birth.

²⁾ Rodinný stav (svobodný/á, ženatý/vdaná, vdova, vdovec, rozvedený/á).
 Marital status (single, married, widow, widower, divorced).

³⁾ Údaje o dětech vyplní pouze poživatel vdovského/vdoveckého nebo příjemce sirotčího důchodu, kterému je pod rodným číslem/ evidenčním číslem sirotka (sirotků) vyplácen sirotčí důchod.
 Details of children will be provided only by the beneficiary of the widow's / widower's pension or the orphan's pension beneficiary to whom the orphan's pension is paid under the birth certificate number/registration number of the orphan (orphans).

⁴⁾ Rodné číslo/evidenční číslo sirotka (sirotků) vyplní vždy příjemce sirotčího důchodu, kterému je pod rodným číslem/evidenčním číslem sirotka (sirotků) vyplácen sirotčí důchod.
 The birth certificate number/registration number of the orphan (orphans) will always be provided by the orphan's pension beneficiary to whom the orphan's pension is paid under the birth certificate number/registration number of the orphan (orphans).

⁵⁾ Tento oddíl se vyplní pouze v případě, že byl důchodci/sirotkovi (sirotkům), kterému (kterým) byl přiznán sirotčí důchod, ustanoven opatrovník nebo poručník.
 Please, complete this section only if a guardian or custodian was appointed for the pensioner/orphan (orphans) who has been granted the orphan's pension.

E. Datum vyplnění a podpisy/Date of completion and signatures

Po vytištění tohoto formuláře je nutné jej vlastnoručně podepsat a podpis nechat úředně ověřit.
After printing this form, it needs to be signed with a handwritten, officially verified signature. ⁶⁾

Datum vyplnění/
Date of completion

.....
Vlastnoruční podpis žadatele/Handwritten signature of the
applicant

Prohlášení opatrovníka důchodce/sirotka (sirotků). / Declaration by the guardian of the pensioner/orphan (orphans) . ⁵⁾

Jako opatrovník výše uvedeného důchodce/sirotka (sirotků) ustanovený na základě pravomocného usnesení soudu resp. příslušného úřadu potvrzuji, že výše uvedená osoba/osoby k datu mého podpisu tohoto formuláře je (byla)/jsou (byly) naživu.

I, as a guardian of the above-mentioned pensioner/orphan/orphans nominated under a final and conclusive resolution by the court or competent authority, confirm that as of the date when this form has signed, the persons mentioned above are (were) alive.

Datum vyplnění/
Date of completion

.....
Vlastnoruční podpis opatrovníka/Handwritten signature of the
guardian

.....
Datum ověření, Podpis úřední osoby, Razítko ověřovatele/
Date of verification, Official's signature, Stamp of vericator

Tento tiskopis je k dispozici na webových stránkách České správy sociálního zabezpečení www.cssz.cz a na ePortálu ČSSZ v sekci Tiskopisy – Pro poživatelé důchodu <https://eportal.cssz.cz/web/portal/tiskopisy-poza>.

This form is available at the Czech Social Security Administration website at www.cssz.cz and at ePortal CSSZ in section Forms – For pension beneficiaries <https://eportal.cssz.cz/web/portal/tiskopisy-poza>.

⁶⁾ Vlastnoruční podpis důchodce/příjemce sirotčího důchodu nebo opatrovníka ověřuje cizozemský orgán, úřad, instituce apod., který je podle vnitrostátních předpisů státu bydliště důchodce/příjemce sirotčího důchodu nebo opatrovníka oprávněn úředně ověřovat podpisy občanů (např. místní, obecní, městský úřad, radnice, matrika, příp. místní pobočka instituce odpovědná za důchodové pojištění apod.). Vlastnoruční podpis může být ověřen i českým zastupitelským úřadem (velvyslanectvím, konzulátem) v cizině.

Handwritten signature of the pensioner/ orphan's pension beneficiary or guardian is authenticated by a foreign body, authority, institutions etc. authorized, under national regulations of the state of residence of the pensioner/ orphan's pension beneficiary or guardian, to officially authenticate signatures of citizens (e.g. local, municipality, city council, town hall office, registry office, or other local branch of the institution responsible for pension insurance etc.). The handwritten signature may also be authenticated by a Czech embassy (embassy, consulate) abroad.

Tyto orgány, úřady, instituce ověří pouze vlastnoruční podpis důchodce/příjemce sirotčího důchodu nebo opatrovníka tj. skutečnost, že se tato osoba po prokázání své totožnosti před úřední osobou vlastnoručně na formuláři „Potvrzení o žití“ podepsala. Od zmíněných úřadů nelze požadovat ověření ostatních údajů uvedených na formuláři. Za správnost, úplnost a pravdivost těchto údajů odpovídá pouze příjemce důchodu z České republiky – důchodce/příjemce sirotčího důchodu nebo opatrovník.

Such bodies, authorities and institutions will only verify a handwritten signature of the pensioner/ orphan's pension beneficiary or guardian i.e. the fact that such person, once his/her identity has been established, attached his/her handwritten signature to the "Confirmation of Living" form before the officer. The authorities above may not be requested to verify other details given in form. The beneficiary of the pension from the Czech Republic - pensioner/ orphan's pension beneficiary or custodian are solely responsible that such details are correct, complete and true.



Request for Indexation Notifications to be Sent by Post

A. Basic details of the pensioner (pension beneficiary)

Forename and family

name:.....

Birth number/Registration number:.....

Address of permanent residence:.....

B. Basic details of another recipient (i.e. legal representative, guardian, agent pursuant to Sections 49 and 50 of Act No 89/2012, or a special pension recipient pursuant to Section 118 of Act No 582/1991) to whom the pension of the person referred to in point A is paid¹

Forename and family name

.....

Birth number/Registration number:.....

Address of permanent residence:.....

C. Request

I hereby request that paper versions of notifications of pension increases be sent via the postal licence holder, Česká pošta, s.p., to the address provided.

Delivery address:².....

D. Advice

- ✓ **PLEASE NOTE:** If you fill in the "Delivery address" and the new address is different from the address currently registered with the Czech Social Security Administration (CSSA) as the address for payment of your pension in cash, **the CSSA will arrange for payment of your pension within the Czech Republic to this new address.** When you provide a new delivery address, any previously submitted changes regarding cash pension payments become invalid.
- ✓ The sending of paper versions of indexation notifications is subject to a fee as per the price list of Česká pošta, s. p. Section 86a of Act No 582/1991 requires that these CSSA costs be covered by the pension beneficiary. Postage, as published on the CSSA official notice board, will be deducted from the increased pension instalments. Pension beneficiaries born before 1955 are exempt from this fee.
- ✓ A request for paper versions of indexation notifications must be submitted no later than three months before the pension increase, i.e. by 30 September for the January indexation. If submitted later, a request for a chargeable paper version of the indexation notification will apply to the subsequent indexation. **Pension recipients** may submit the completed and signed form **electronically** or deliver the signed paper form **in person or by post to any District Social Security Administration (DSSA).**
- ✓ Indexation notifications may also be obtained free of charge during a personal visit to any

¹ If the pension is received by a legal person, its name, identification number, and the address of its registered office must be stated.

² To be filled in only if the delivery address differs from the permanent address provided in point A.

Regional (District) Social Security Administration. If the pension recipient has a data box, indexation notifications will be delivered there free of charge. If no data box is available, but the recipient has an electronic identity, notifications may be accessed via the CSSA ePortal: <https://eportal.cssz.cz/web/portal-en>. A request to receive paper versions of indexation notifications may be withdrawn at any time — no specific form is required for this. If the withdrawal is delivered to the CSSA by 31 August of the current calendar year, a paper indexation notification will not be sent the following January.

- ✓ The personal data required by the CSSA are processed in compliance with data protection legislation and solely for legitimate purposes. For more information, please visit <https://www.cssz.cz/cz/gdpr.htm>.

E. Date and place of form completion

I confirm that I have read and understood all the information and obligations.

Place: Date: Applicant's signature



Request for Pension Documents in an email

A. Basic details of the pensioner (pension beneficiary)

Forname and family

name:.....

Birth number/Registration number:.....

Address of permanent residence:.....

B. Basic details of another recipient (i.e. legal representative, guardian, agent pursuant to Sections 49 and 50 of Act No 89/2012, or a special pension recipient pursuant to Section 118 of Act No 582/1991) to whom the pension of the person referred to in point A is paid¹

Forname and family name:.....

Birth number/Registration number:.....

Address of permanent residence:.....

C. Email address for receipt of documents:

Please note: For the purpose of this request, the Czech Social Security Administration (the "CSSA") only registers one active email address. **Any changes to this address must be requested in writing** (this form may be used for that purpose). Requests to set up or change an email address that are submitted in any form other than in writing cannot be accepted.

D. Advice

- ✓ If you have an active data box and the nature of the document being delivered allows it, the CSSA is legally obliged to give priority to the delivery of such documents to your data box.
- ✓ The completed request form may be emailed to the CSSA registry's email address: posta@cssz.cz. However, it may only be sent via email if it is signed with a qualified electronic signature in accordance with Regulation (EU) No 910/2014 of the European Parliament and of the Council (the eIDAS Regulation), or with an advanced electronic signature based on a qualified certificate for electronic signatures under Act No 297/2016 on trust services for electronic transactions.
- ✓ **Documents sent to the email address are collected by the CSSA** in accordance with applicable legislation and with requirements for secure delivery. An up-to-date list of such documents is available at <https://eportal.cssz.cz/web/portal-en> Examples of documents that may be emailed include Notifications of Pension Increases and Certificate of Living forms (for pensions paid abroad).
- ✓ This request **does not apply** to the delivery of official decisions concerning pension insurance or other documents that must be delivered in person to the addressee (e.g. assessments issued by the Medical Assessment Institute, notices under Section 53 of Act No 582/1991, etc.).
- ✓ The documents sent **may contain personal data and special categories of personal data (sensitive data) as defined in Article 9 of the GDPR**, such as: your identifying details; the type of pension you receive; the current amount of your pension; information about increases in your pension; or information relating to your pension entitlement and payment.

¹ If the pension is received by a legal person, its name, identification number, and the address of its registered office must be stated.

- ✓ The CSSA takes appropriate technical and organisational measures to protect your data, such as encrypted email transmission (e.g. using the TLS protocol, where supported by the recipient's email service) and password-protected attachments (instructions for opening these documents will be provided in the body of the accompanying email message).
- ✓ The personal data required by the CSSA is processed in compliance with data protection legislation and solely for legitimate purposes. For more information, please visit <https://www.cssz.cz/cz/gdpr.htm>.
- ✓ You have the right to access your personal data, request its rectification, erasure, restriction of processing, and other rights in accordance with Regulation (EU) 2016/679 (GDPR).
- ✓ You have the right to withdraw your consent below at any time. Consent must be withdrawn in writing.

Consent

I freely consent to receiving documents related to the pension I receive at the email address I have provided to the CSSA, under the specific conditions outlined in the "Advice" section, which I have read and understood.

Date:

Applicant's signature

For detailed information and updates regarding the introduction of electronic document delivery, please visit <https://www.cssz.cz/web/lang?lang=en>.