

Instruction on the application of international agreements in the field of social security to which the Republic of Moldova is part of

I. General provisions

1. The instruction on the application of the international agreements in the field of social security to which the Republic of Moldova is part of (hereinafter – Instruction) is elaborated in accordance with the provisions:
 - i) International agreements in the field of social security to which the Republic of Moldova is part of
 - ii) The Administrative Code of the Republic of Moldova no. 116/2018;
 - iii) Law no. 156/1998 on the public pension system;
 - iv) Law no. 489/1999 on the public social insurance system
 - v) Law no. 595/1999 on international treaties of the Republic of Moldova;
 - vi) Law no. 756/1999 on insurance against accidents at work and occupational diseases;
 - vii) Law no. 289/2004 on temporary incapacity benefits and other social security benefits;
 - viii) Law no. 133/2011 on personal data protection;
 - ix) Law no. 105/2018 on employment promotion and unemployment insurance;
 - ix¹⁾ Law no. 148/2023 on access to information of public interest;
 - x) Government Decision no. 1478/2002 on allowances for families with children;
 - xi) Government Decision no. 108/2005 for the approval of the Regulation on the conditions for the establishment, calculation and payment of allowances for temporary incapacity for work;
 - xii) Government Decision no. 1442/2006 for the approval of the Regulation on the manner of establishment and payment of death grants;
 - xiii) Government Decision no. 442/2015 on the approval of the Regulation on the mechanism of conclusion, application and termination of international treaties;
 - xiv) Government Decision no. 165/2017 for the approval of the Regulation on the manner of calculating pensions and the manner of confirming the contribution period for the establishment of pensions
 - xv) Government Decision no. 230/2020 on the organization and functioning of the National Social Insurance Office with subsequent amendments.
[point 1 lit. xv) amended by Order no. 211-A from 30.11.2022]
[point 1 lit. ix¹⁾ completed by Order no. 172-A from 09.10.2023]
2. The provisions of this Instruction determine:
 - i) how to register, issue, withdraw or cancel and record forms concerning the applicable legislation;

ii) the procedure for issuing the form on the period of contribution completed on the territory of the Republic of Moldova or concerning the benefit/non-benefit of social benefits in the public social security system for submission to the competent institution/authority in the territory of the other Contracting State with which an international agreement in the field of social security is concluded (hereinafter - international agreement);

iii) the procedure for the granting, resumption, reexamination, payment and record-keeping of the following categories of social benefits:

- old-age pension;
- disability pension
- survivors' pension;
- pension and disability indemnity due to an accident at work or an occupational disease;
- death grant;
- unemployment benefit;
- maternity indemnity;
- monthly child-raising indemnity up to the age of 3 years;
- indemnity for temporary incapacity for work.

[point 2 (ii) amended by Order no. 211-A from 30.11.2022]

[point 2 (i) and (iii) amended by Order no. 172-A from 09.10.2023]

3. The form on applicable legislation issued by the specialists of the Directorate of applicable legislation and cooperation within the General directorate of international relations (hereafter - DGRI).

4. The form relating the realized contribution periods on the territory of the Republic of Moldova, as well as the communication form concerning the confirmation of benefit/non-benefit of social benefits in the public social security system are issued by the specialists of the Directorate of external pensions within DGRI and sent to the competent institution/authority by the General directorate of institutional development and management.

[point 4 amended by Order no. 211-A from 30.11.2022]

5. The granting, resumption, reexamination of social benefits based on the provisions of international agreements is carried out by the specialists of the Directorate of external pensions within DGRI.

[point 5 amended by Order no. 211-A from November 30, 2022]

6. The approval of decisions on social benefits provided for by international agreements in the "Social Protection" information system is carried out by the head/deputy head of DGRI.

7. The payment and accounting of social benefits based on the provisions of international agreements is carried out by the specialists within the General directorate of beneficiaries of social benefits accounts management.

8. The transfer of funds for the payment of social benefits provided by this Instruction is carried out by the specialists within the General directorate of finance.

II. Registration and submission of applications and forms

9. Applications for the issuance of the applicable legislation form shall be submitted in person by the employer, self-employed worker or through the representative appointed through a proxy, submitting the necessary documents to the responsible specialist within the Directorate of applicable legislation and cooperation.

10. Requests regarding the issuance of the form on the contribution period completed on the territory of the Republic of Moldova or those related to receiving / not receiving social benefits in the public state social insurance system shall be sent through the competent institution to the National Office of Social Insurance (hereinafter - NOSI), enclosing the necessary documents.

[point 10 amended by Order no. 211-A from 30.11.2022]

11. In the case of applications concerning the receipt/non-receipt of social benefits submitted in person by the natural person/representative appointed through a proxy, Annex no. 8 to this Instruction shall be filled in. The requested information shall be issued directly to the applicant/ representative appointed by proxy within 15 working days.

[point 11 amended by Order no. 211-A from 30.11.2022]

[point 11 amended by Order no. 172-A from 09.10.2023]

12. Applications concerning the granting/renewal/reexamination of social benefits under the provisions of international agreements shall be submitted in person by the applicant or by the representative appointed through a proxy for benefits established under the Law on the public pension system no. 156/1998, by filling in the form agreed in the international agreement or an application to this effect under national legislation, to the NOSI or to the Territorial Office of Social Insurance (hereinafter - TOSI), or can be sent by the competent institution to the NOSI, enclosing certified copies of the necessary documents (as appropriate).

[point 12 amended by Order no. 211-A from 30.11.2022]

[point 12 amended by Order no. 172-A from 09.10.2023]

- 12¹. When the application is submitted to the NOSI/TOSI regarding the claim for social benefit for the period of activity completed on the territory of the other Contracting State, the specialists within the Directorate of external pensions shall send the application/form together with the communication form, the form regarding the period of contribution completed on the territory of the Republic of Moldova, as well as other documents submitted by the applicant to the competent institution of the other Contracting State.

[point 12¹ complemented by order no. 211-A from 30.11.2022]

13. In the case of submitting applications with attached certified copies of the required documents to the address of TOSI, they shall be registered in accordance with the "Instructions on secretarial work within the National Office of Social Insurance", approved by the Order no. 166-A of 28.07.2021, with subsequent amendments. The TOSI's specialist responsible for the processing of documents within 3 working days at the latest, shall prepare the accompanying letter, which shall be signed by the head of TOSI and together with the package of documents shall be sent in the address of the NOSI.

[point 13 amended by Order no. 211-A from 30.11.2022]

14. In case the applications with the necessary attached documents are received at the National Office of Social Insurance, they shall be registered by the specialists of the General directorate of institutional development and management, in accordance with the "Instruction on secretarial work within the National Office of Social Insurance" approved by the Order no. 166-A of 28.07.2021 with subsequent amendments, and shall be sent to the head/deputy head of the DGRI for the appointment of the executor within the DGRI and examination.

[point 14 amended by Order no. 211-A from 30.11.2022]

15. The packages of documents relating to the issue, withdrawal or cancellation of the applicable legislation form shall be recorded in the "Electronic register of applicable legislation forms", as set out in Annex no. 1 to this Instruction.

[point 15 amended by Order no. 172-A from 09.10.2023]

16. The set of documents related to the issuance of the form on the period of contribution completed on the territory of the Republic of Moldova or those related to the confirmation of receipt / non-receipt of social benefits in the public state social insurance system, respectively related to the granting / resumption / re-examination of social benefits, are recorded in the "Electronic register of incoming / outgoing correspondence (by country)", according to Annex no. 2 to this Instruction.

[point 16 amended by Order No 211-A from 30.11.2022]

17. The DGRI specialists issue the forms/information according to the assigned competences, which are endorsed by the responsible heads of the DGRI subdivisions and submitted for signature to the head/deputy head of the DGRI, which are then forwarded according to the provisions of the "Instruction on secretarial work in the National Office of Social Insurance", approved by the Order no. 166-A of 28.07.2021, with subsequent amendments.

A copy of the forms/information shall be kept in the DGRI with the correspondence or sewn in the retirement/personal file (if applicable).

[point 17 excluded by Order no. 211-A from 30.11.2022]

18. *[point 18 excluded by Order no. 211-A from 30.11.2022]*

III. Applicable legislation

19. If the employer, the self-employed worker or the representative appointed through proxy applies for the form on applicable legislation to be issued, he shall submit an application to the NOSI, in accordance with Annex no. 4 to this Instruction, 30 days before the start of the activity on the territory of the other Contracting State. For the purpose of determining whether the legal conditions for the issue of the applicable legislation form are fulfilled, the following documents shall be submitted in original and copies:

- the contract/agreement concluded between the employer from the Republic of Moldova and the employer from the Contracting State, as well as its authorized translation;
- the detachment order/extension of the period of detachment and/or any other document, containing the purpose of the detachment, the period of detachment, the rights and obligations of the employers from the Republic of Moldova and the State of detachment of the detached worker;
- the individual employment contract of the employee with the employer from the Republic of Moldova;
- valid identity document of the employee;
- employee's passport with valid visa for the period of detachment, if applicable;
- registration certificate and extract from the State Register of Legal Entities and Individual Entrepreneurs, issued by the competent bodies;
- documents proving the current financial situation of the employer from the Republic of Moldova, where the turnover of the employer from the Republic of Moldova represents at least 25% of the turnover of the employer both in the Republic of Moldova and in the state of detachment, approved and verified according to the legislation in force (balance sheet);
- the certificate on the absence or existence of arrears to the national public budget, issued by the State Tax Service, valid at the date of application (in original);
- authorization/license for self-employment of insured persons, if applicable.

[point 19 amended by Order no. 211-A from November 30, 2022]

20. The specialists of the Directorate of applicable legislation and cooperation examine the completeness and veracity of the submitted documents, compare the copies with the originals (except for those notarized or issued by the employer), authenticate the copies of the submitted documents. The original documents shall be returned to the applicant.

[point 20 amended by Order no. 172-A from 09.10.2023]

21. The specialists within the Directorate of applicable legislation and cooperation check in the information system "Social Protection" the correctness of the payment of compulsory state social insurance contributions, according to the income indicated in the individual employment contract of the employee with the employer from the Republic of Moldova, for the last 2 months in the detached enterprise.

21¹. The specialists within the Directorate of applicable legislation and cooperation request from the General directorate for the administration of payments and payers the presentation of table no. 2 of the IPC21 Form Report extracted from the "Social Protection" information system

On the basis of the information submitted by the General Directorate for the Administration of Payments and Payers, the specialists of the Directorate of applicable legislation and Cooperation check the percentage share of employees in the enterprise. If the total number of employees remaining to work in the Republic of Moldova, in relation to the number of employees both in the country and in the state of detachment, is found to be not less than 25%, the application shall be considered eligible for examination. *[point 21 completed by Order no. 211-A from 30.11.2022].*

22. If all legal conditions are found to be fulfilled, the specialists of the Directorate of applicable legislation and cooperation shall issue the applicable law form within 30 days from the date of submission of the application and all necessary documents.

23. If the necessary documents have not been submitted, the specialists of the Directorate of applicable legislation and cooperation shall request the applicant by means of a letter to submit the necessary documents.

24. The applicable legislation form shall be issued from the date of submission of the application in 4 (if necessary 3) original copies: one copy shall remain with the Directorate for applicable legislation and cooperation, the second copy shall be sent to the competent institution in the other Contracting State and the other two copies shall be issued to the employer and the detached worker/self-employed person or to the representative designated by proxy. The detached worker/self-employed person shall keep this form throughout the period of detachment and shall produce it if necessary. *[point 24 amended by Order no. 211-A from 30.11.2022]*

25. If it is found that the legal conditions for issuing the applicable legislation form are not met, the specialists of the Directorate of applicable legislation and cooperation inform the applicant by means of an information letter explaining the reasons for the decision taken and recommend to the applicant to apply to the competent institutions in the State of detachment in order to register in the social security systems of that State.

26. In the event that the foreseeable duration of work is extended with 12/24/36 months from the period initially requested, the employer, the detached worker/self-employed worker or the representative appointed through a proxy shall submit an application, in accordance with Annex no. 5 to this Instruction with the documents mentioned in point 19 of the Instruction, 60 days before the expiry of the validity of the form on applicable legislation initially issued, explaining the circumstances that have arisen and requesting the extension of the validity of that form.

27. In the event of changes in the period of detachment which cause the termination of the period of detachment before the expiry of the deadline indicated in the form, the employer and the detached worker/self-employed worker or the representative appointed through a proxy shall inform the NOSI by means of a request, in accordance with Annex no. 6 to this

Instruction, enclosing a copy of the valid identity card of the detached worker/self-employed worker and undertake to return the form on the applicable legislation issued previously. The specialists of the Directorate of applicable legislation and cooperation cancel the form on applicable legislation as from the date of registration of the request and inform the competent institution of the other Contracting State.

28. The applicable legislation form may be canceled or withdrawn on the applicant's own initiative or at the request of the competent institution of the other Contracting State, as well as upon detection by the NOSI of non-payment of state social insurance contributions from the income indicated in the individual contract of detachment of the detached worker, as a result of the quarterly verification of the relevant data. In such a case, the specialists within the Directorate of applicable legislation and cooperation inform the employer, the detached worker/self-employed worker or the representative appointed through a proxy within 10 days from the date of detection of the violations, by means of an informative letter.

29. If there are any changes in the documents initially submitted to the NOSI by the employer, self-employed worker or the representative appointed through a proxy, to the primary application submitted for the issuance of the Form on the applicable legislation, it is necessary to submit another application as provided for in the point 19 of the Instruction, within 10 calendar days from the date of the changes.

30. In case if NOSI receives the form on applicable legislation from the competent institution of the other Contracting State, after registering it in the established manner, the specialists of the Directorate of applicable legislation and cooperation shall, depending on the provisions of the international agreement, prepare an informative notification for the National Health Insurance Company.

31. In the event of a situation that constitutes an exception to the general rules laid down in international agreements, the application of the detached worker/self-employed worker and his/her employer, or the representative appointed through a proxy, shall be submitted to the NOSI at least 60 days prior to the start/expiry date of the period of detachment. In taking the decision, the supporting documents shall be taken into account and the specific situation of the detached worker for whom the exception is agreed shall be analyzed.

32. If the specialists within the Directorate of applicable legislation and cooperation find that the application for the issue of the form on applicable legislation is justified, they contact the competent institution, sending a letter of information, in order to obtain its agreement to issue the form for the requested period, respectively, under the requested conditions. Upon receipt of the reply from the competent institution, the specialists within the Directorate of applicable legislation and cooperation shall issue or refuse to issue the form on applicable legislation, indicating the number and date of the approval or refusal to agree to the exception.

IV. Issuance of the form on the contribution period completed or the form/information on receipt/non-receipt of social benefits

33. The confirmation of the contribution period shall be carried out on the basis of the regulation on the manner of calculating pensions and the manner of confirming the contribution period for determining pensions, approved by Government Decision no. 165/2017 (hereinafter - Regulation), unless otherwise provided for by international agreements.

[point 33 amended by Order no. 211-A from 30.11.2022]

34. To the application for the issuance of the form on the period of contribution completed on the territory of the Republic of Moldova, shall be attached the copies of the supporting documents along with their original, as follows:

- identity document issued on the territory of one of the Contracting States;
- work card;
- military record book (if applicable)
- marriage certificate/change of name (if applicable);
- child's birth certificate/statement (if applicable);
- diploma of higher studies at the day section obtained until 01.01.1999 (if applicable);
- the bachelor's degree or the certificate regarding the completion of post-graduate residency studies, (if applicable);
- other documents confirming the period of contribution, in accordance with point 70 of the Regulation;
- notarized power of proxy/status of the person entitled (if applicable).

[point 34 amended by Order no. 211-A from 30.11.2022]

[point 34 amended by Order no. 172-A from 09.10.2023]

35. To the application for confirmation of benefit/non-benefit of social benefits in the public social security system, shall be attached the copies of the supporting documents along with their original, as follows:

- identity document issued on the territory of one of the Contracting States;
- notarized power of proxy/status of the entitled person (if applicable).

[point 35 amended by Order No 172-A from 09.10.2023]

36. The specialists within the Directorate of external pensions examine the completeness and veracity of the submitted documents, check the copies with the originals and authenticate the copies of the submitted documents. The original documents are returned to the applicant.

37. When issuing the form on the contribution period, the specialists within the Directorate of external pensions shall verify the correctness of the inscriptions in the submitted documents and the data in the applicant's personal social insurance account, and then fill in the form on the contribution period completed on the territory of the Republic of Moldova, as agreed in international agreements.

[point 37 amended by Order no. 211-A from 30.11.2022]

38. In case the applicant receives social benefits on the territory of the Republic of Moldova, the specialists of the Directorate of external pensions request (if necessary), the retirement file from the TOSI where the beneficiary is/was registered. On the basis of the data from the pension file and the information from the "Social Protection" information system, the specialists from the Directorate of external pensions fill in the form on the period of contribution completed in the Republic of Moldova, as agreed in international agreements.

[point 38 amended by Order no. 211-A from 30.11.2022]

39. The contribution period form together with the communication form shall be sent to the competent institution/authority on the territory of the other Contracting State within 30 days from the date of registration/receipt of the last supporting document (if applicable).

[point 39 amended by Order no. 211-A from 30.11.2022]

40. In case the required documents/information have not been submitted, the specialists of the Directorate of external pensions shall request from the competent institution/applicant, submission of the required documents, which will subsequently be submitted in original to the NOSI/TOSI or forwarded through the competent institution (if applicable).

[point 40 amended by Order no. 211-A from 30.11.2022]

41. Upon confirmation of benefit/non-benefit of social benefits in the public social security system, the specialists of the Directorate of external pensions access the information on the applicant in the "Social Protection" information system and, depending on the results obtained, fill in the communication form agreed in international agreements, which is then sent to the competent institution / authority of the other contracting state within 30 days from the date of registration of the application (if applicable).

[point 41 amended by Order no. 211-A from 30.11.2022]

V. Conditions for the granting/resumption/reexamination of social benefits

42. The application for the granting/resumption/reexamination of the social benefit for the period of contribution completed on the territory of the Republic of Moldova is made in accordance with the provisions of international agreements, under the national legislation in the field of state social insurance.

43. Upon submission of the application for the granting/resumption/reexamination of the social benefit in accordance with the way agreed by the international agreement, the specialist responsible for receiving the package of documents shall examine the completeness and veracity of the submitted documents, compare copies with the original of documents, authenticate the copies of the submitted documents. The original documents shall be returned to the applicant.

44. Upon submission of the application for granting / resumption / reexamination of the social benefit to the competent institution of the other Contracting State by the applicant who has carried out activity on the territory of the Republic of Moldova, the specialists within the Directorate of external pensions receive for examination the communication form together with the request of the applicant or the representative appointed through a

proxy, the form on the contribution period completed on the territory of the other State, as well as the necessary documents authenticated by this competent institution (if applicable).
[point 44 amended by Order no. 211-A from 30.11.2022]

45. The application for the granting/resumption/reexamination of the social benefit submitted to the competent institution of the other Contracting State shall be considered valid and shall be examined by the specialists of the Directorate of external pensions only if it is authenticated by the competent institution, accompanied by the communication form and authenticated copies of the necessary documents (if applicable).
[point 44 amended by Order no. 211-A from 30.11.2022]

46. In the case of a application to review the pension after the realization of the pension entitlement, the applicant completes the application (form) for the granting of benefits agreed in international agreements with the indication "reexamination of the pension after the realization of the pension entitlement" or, submits the application electronically via the single government portal of public services, the government portal of the citizen or the official NOSI website, except for survivor's pension.
[point 46 amended by Order no. 172-A from 09.10.2023]

47. The personal data of the applicant, indicated in the application for the granting/resumption/reexamination of the social benefit, are verified and confirmed by the competent institution on the basis of the original documents submitted by the applicant.

48. If the competent institution has not sent the authenticated copies of the documents necessary for the granting/resumption/reexamination of the social benefit, the specialists within the Directorate of external pensions request the competent institution, by means of the communication form and/or the applicant by means of a letter (if applicable, according to the provisions of international agreements), to submit the necessary documents. The requested documents are to be submitted only via the competent institution, or submitted in person to the NOSI/ TOSI.
[point 48 amended by Order no. 211-A from 30.11.2022]

49. When granting a social benefit to an applicant who fulfills all the necessary conditions for entitlement in accordance with the legislation of the Republic of Moldova, regardless of the period of contribution completed under the legislation of the other contracting state, the specialists of the Directorate of external pensions calculates the amount of the social benefit only for the periods of insurance completed under national legislation.

50. If the insured person does not satisfy the conditions for the minimum period of contribution required under the legislation of the Republic of Moldova, periods completed in accordance with the legislation of the other Contracting State shall be taken into account as if they were periods completed on the territory of the Republic of Moldova. The pension shall be calculated as follows:
a) the theoretical amount of the pension to which the insured person is entitled, as if all the periods of insurance had been completed in accordance with the legislation to which it applies;

b) on the basis of the theoretical amount of the pension calculated in accordance with subparagraph a), the actual amount of the pension shall be determined on the basis of the ratio between the period of contribution completed in the Republic of Moldova and the period of contribution completed under the legislation of both Contracting States.

51. In accordance with the provisions of international agreements, where entitlement to social security benefits is conditional upon contribution periods completed in the territory of the other Contracting State, in consideration shall be taken, where necessary, the contribution periods confirmed under the legislation of the other Contracting State, provided that these periods do not overlap.

52. If more than 12 months have elapsed between the date of submission of the application for the granting/resumption/reexamination of the social benefit and the date of the decision on the granting/resumption/reexamination of the social benefit (lack of a necessary document, late submission of the request with the necessary documents, etc.), the applicant must submit the Life Certificate signed, dated and legalized by the competent institution/authority of the applicant's place of residence.

[point 52 amended by Order no. 211-A from 30.11.2022]

[point 52 amended by Order no. 172-A from 09.10.2023]

53. When granting social benefits, if the applicant does not have a personal social insurance code (CPAS), the specialists within the Directorate of external pensions request to the General directorate of individual contributions records to assign the CPAS code, in the manner provided by the Regulation on the assignment of the personal social insurance code, the procedure for updating and keeping track of the data of insured persons, approved by the Order of the NOSI's General Director no. 188-A of 25.11.2022, as well as to change the address of residence of the pension beneficiary (Chisinau municipality, Gheorghe Tudor Street, 3).

[point 53 amended by Order no. 211-A from 30.11.2022]

[point 53 amended by Order no. 172-A from 09.10.2023]

54. After verifying the completeness of the request and the documents necessary for the granting/resumption/reexamination of the social benefit and after entering all the necessary data into the "Social Protection" information system, the responsible specialists within the Directorate of external pensions issue on paper the Decision on the determination/resumption/reexamination of the social benefit (on one sheet) and the report on the determination of the average monthly insured income. The Decision number is determined automatically.

55. The pension is paid from the date of fulfillment of the conditions for a period of 12 months from the month of submission of the application or presentation of the life certificate, at the end of which the beneficiary is obliged to submit in person or to send the original to the NOSI a Life Certificate, completing the form agreed between the parties, every 12 months from the date of its signature and authentication. In the absence of the form agreed between the two Contracting States, a Life Certificate shall be completed in accordance with Annex no. 10 to this Instructions.

[point 55 amended by Order no. 211-A from 30.11.2022]

56. If the beneficiary does not submit or fails to submit the Life Certificate in accordance with the provisions of point 55 of the Instructions, the pension payment shall be suspended from the month following the month in which the 12 months expire, unless the agreement does not provide otherwise provide.

Once the Life Certificate has been presented or submitted, pension payments will resume from the date of suspension for a period of 12 months from the date of its signature and authentication.

[point 56 amended by Order no. 211-A from 30.11.2022]

57. In the retirement/personal file are sewn consecutively:

- the decision on the establishment/resumption/reexamination of the social benefit signed by the responsible specialist, the Head of the Directorate of External Pensions, and approved, authenticated and signed by the Director/Depty Director of DGRI;
- the application for the granting/resumption/reexamination of the social benefit, and the authenticated copies of:
 - identity document issued on the territory of one of the Contracting States;
 - work card;
 - the diploma of higher studies at the day section (if applicable);
 - military record book (if applicable);
 - marriage certificate/change of name (if applicable);
 - child's birth certificate (if applicable);
 - other documents confirming the contribution period (if applicable);
 - bank details according to international rules (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch, as well as the currency in which the transfer is to be made;
 - certificate on the calculation and declaration of state social security contributions;
 - legalized statement from the insured person's personal account;
 - the report on the determination of the average monthly insured income;
 - certificate of classification in degree of disability (if applicable);
 - death certificate (if applicable);
 - other documents relevant to the social benefit category;
where appropriate, shall be annexed:
- the form concerning the contribution period completed under the legislation of the other Contracting State;
- the declaration on personal responsibility that the applicant does not receive any social benefits on the territory of other third countries, according to Annex no. 9 of the Instruction regarding the application of international agreements in the field of social security to which the Republic of Moldova is part of;
- the declaration of consent regarding the transmission of personal data to the social insurance institution on the left bank of the Dniester river, which operates outside the legal field of the Republic of Moldova (if applicable);
- decision to change the method of payment;
- decision to change the pension;
- life certificate.

All papers of the pension file are numbered by the specialists of the Directorate of external pensions and their number is indicated on the cover of the file.

[point 57 amended by Order no. 211-A from 30.11.2022]

[point 57 amended by Order no. 172-A from 09.10.2023]

58. The finalized the retirement/personal file is forwarded to the head of the Directorate of external pensions for verification. The head of the Directorate of external pensions verifies the entitlement, the correctness of the documents, the amount, the period for determining the social benefit, signs the Decision on the establishment/resumption/reexamination of the social benefit and forwards it to the head/deputy head of the DGRI for approval in the 'Social Protection' information system and signature.

The head/deputy head of the DGRI approves and authenticates by signature and stamp of the General directorate of international relations the printed decision on paper and the number of the file sheets on the cover.

[point 58 amended by Order no. 211-A from 30.11.2022]

59. If, after the verification of the completeness of the application and the documents submitted for the establishment/reexamination of the social benefit, the specialists within the Directorate of external pensions find that the legal conditions for the establishment of the social benefit are not met, the Decision on the rejection of the application for the establishment/reexamination of the social benefit is issued from the "Social Protection" information system. The reasons for the decision are given, with reference to the national and/or international legal acts in force. In case if, the CPAS cannot be assigned, the decision is prepared and issued on paper only.

[point 59 amended by Order no. 172-A from 09.10.2023]

60. In the file with the Decision on the rejection of the application for the establishment/reexamination of the social benefit are sewn consecutively:

- the decision on rejecting the application for establishment/reexamination of the pension;
- the application for establishment/reexamination of social benefit, as well as certified copies of the documents and statements submitted by the applicant.

[point 60 amended by Order no. 211-A from 30.11.2022]

61. The file with the Decision on the rejection of the application for the establishment/reexamination of the social benefit is forwarded to the head of the Directorate of external pensions for verification. The head of the Directorate of external pensions verifies the legality of issuing the Decision on the rejection of the application for the establishment/reexamination of the social benefit, signs the Decision, and forwards it to the head/deputy head of the DGRI for approval in the "Social Protection" information system and signature.

The head/deputy head of the DGRI approves and authenticates by signature and stamp of the General directorate of international relations the Decision printed on paper and the number of the file sheets on the cover.

[point 61 amended by Order No 211-A from 30.11.2022]

62. The decision on the rejection of the application for the determination of social benefit shall be recorded in the "Electronic register of files on the rejection of the application for the determination/re-examination of social benefit", according to Annex no. 3 to this Instruction.

[point 62 amended by Order No. 172-A from 09.10.2023]

63. After the end of the process of granting/reexamination or rejection of the application in the determination of the social benefit, the specialists within the Directorate of external pensions shall send to the applicant at his/her home address the copy of the Decision, the certificate of classification in degree of disability (if applicable), as well as inform about the necessity of annual submission of the Life Certificate.

[point 63 amended by Order no. 211-A from November 30, 2022]

63¹. If the application for the granting/resumption/reexamination of social benefits has been submitted to the competent institution of the other Contracting State, the specialists within the Directorate of external pensions inform the competent institution of the result of the decision on the agreed forms.

[point 63¹. completed by Order no. 211-A from 30.11.2022]

[point 63¹. amended by Order no. 172-A from 09.10.2023]

64. The active retirement/personal files are kept in the DGRI's archive, sorted by country in alphabetical order. Closed retirement/personal files, as well as files with the Decision on rejection of the application for the establishment/reexamination of the social benefit are kept in the DGRI's archives, separately from the active files.

[Point 53 amended by Order no. 172-A from 09.10.2023]

64¹. Retirement/personal files established on the basis of aggregation of insurance periods completed on the territory of both Contracting States shall be kept in the DGRI's archives even if the social benefit recipient's place of residence is on the territory of the Republic of Moldova.

[Point 64¹. completed by Order no. 211-A from 30.11.2022]

65. The termination of the right to social benefit is made in case of non-submission of the beneficiary's Life Certificate, as provided for in point 56 of the Instruction, in case of the beneficiary's death on the basis of the death certificate / death attestation, and in case of other circumstances, starting with the first day of the following month.

Old-age pension

66. The following documents in original and copies must be submitted with the application for the granting/reexamination of the old-age pension:

- identity document issued in the territory of one of the Contracting States;
- work card;
- diploma of higher studies at the day section obtained until 01.01.1999 (if applicable);
- bachelor's degree or the certificate regarding the completion of post-graduate residency studies (if applicable);
- military record book (if applicable);
- marriage certificate (if applicable);
- child's birth certificate/statement (if applicable);

- certificate of reorganization/renaming of organizations (if applicable);
- certificate of change of name, first name (if applicable);
- other documents confirming the period of contribution, in accordance with point 70 of the Regulation;
- the declaration on personal responsibility that the applicant does not receive any social benefits on the territory of other third countries, according to Annex no. 9 of the Instruction (if applicable);
- declaration of consent regarding the transmission of personal data to the social insurance institution on the left bank of the Dniester river, which operates outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made;
- proxy (if applicable).

[point 66 amended by Order no. 211-A from 30.11.2022]

[point 66 amended by Order no. 172-A from 09.10.2023]

Disability pension

67. The following documents in original and copies must be submitted with the application for the granting/reexamination of a disability pension:

- identity document issued on the territory of one of the Contracting States;
- work card;
- diploma of higher studies at the day section obtained until 01.01.1999 (if applicable);
- bachelor's degree or the certificate regarding the completion of post-graduate residency studies (if applicable);
- military record book (if applicable);
- marriage certificate (if applicable);
- child's birth certificate/statement (where applicable);
- certificate of reorganization/renaming of organizations (if applicable);
- certificate of change of name, first name (if applicable);
- other documents confirming the period of contribution, in accordance with point 70 of the Regulation,
- the declaration on personal responsibility that the applicant does not receive any social benefits on the territory of other third countries, according to Annex no. 9 of the Instruction (if applicable);
- the declaration of consent to the transfer of personal data to the social insurance institution on the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made;
- proxy (if applicable).

[point 67 amended by Order no. 211-A from 30.11.2022]

[point 67 amended by Order no. 172-A from 09.10.2023]

68. When submitting the application to NOSI/ TOSI regarding the request for disability pension for the period of work performed on the territory of the other contracting state by the person classified as disabled on the territory of the Republic of Moldova, the specialist of the Directorate of Foreign Pensions shall request from the National Council for Determination of Disability and Work Capacity (hereinafter - Council) the completion of the detailed medical report using the form agreed in international agreements.

The application, together with the detailed medical report completed by the Council, the form on the period of contribution completed on the territory of the Republic of Moldova and other documents submitted by the applicant shall be sent together with the communication form to the competent institution.

[point 68 amended by Order no. 211-A from 30.11.2022]

69. Upon submission of the application to the competent institution by the applicant who has carried out an activity on the territory of the Republic of Moldova, the specialists within the Directorate of external pensions shall receive the communication form together with the application and the detailed medical report, prepared by the competent institution for determining the degree of disability, and shall transmit it to the Council, with the accompanying letter.

[point 69 amended by Order no. 211-A from 30.11.2022]

70. In the case of a claimant or recipient of a disability pension who is domiciled or resides on the territory of another Contracting State, the medical examination may be carried out at the request of the NOSI or the Council by the competent institution of his place of domicile or residence.

71. The specialists within the Directorate of external pensions submit to the General directorate of finance the tax invoice and the approach coordinated with the NOSI Deputy General Director, responsible for the field, regarding the payment of the costs related to the medical expertise used exclusively by NOSI, when granting the disability pension, unless otherwise agreed.

Survivor's pension

72. The following documents in original and copies must be submitted with the application for the granting/resumption/reexamination of the survivor's pension:

- identity document issued on the territory of one of the Contracting States;
- the employment record of the deceased breadwinner;
- other documents confirming the deceased breadwinner's contribution record, in accordance with point 70 of the Regulation;
- diploma of higher studies at the day section obtained until 01.01.1999 (if applicable);
- bachelor's degree or the certificate regarding the completion of post-graduate residency studies (if applicable);
- military record book of the deceased breadwinner (if applicable);
- marriage certificate (if applicable);
- child's birth certificate/statement (if applicable);
- certificate of reorganization/renaming of organizations (if applicable);
- certificate of change of name, first name (if applicable);
- death certificate/statement;

- education certificate of children between the ages of 18 and 23 (if applicable)
- a certificate confirming that the spouse or guardian is not working and is caring for the children of the deceased breadwinner under the age of three;
- certificate confirming that the surviving spouse has not remarried (if applicable);
- the declaration on personal responsibility that the applicant does not receive any social benefits on the territory of other third countries, according to Annex no. 9 of the Instruction (if applicable);
- the declaration of consent to the transfer of personal data to the social insurance institution on the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made;
- proxy (if applicable).

[point 72 amended by Order no. 211-A from 30.11.2022]

[point 72 amended by Order no. 172-A from 09.10.2023]

Pension and disability indemnity due to accidents at work or occupational diseases

73. The following documents in original and copies must be submitted with the application for the granting the pension and disability indemnity due to an accident at work or an occupational disease:

- identity document issued on the territory of one of the Contracting States;
- work card;
- diploma of higher studies at the day section obtained until 01.01.1999 (if applicable);
- bachelor's degree or the certificate regarding the completion of post-graduate residency studies (if applicable);
- military record book (if applicable);
- marriage certificate (if applicable);
- child's birth certificate/statement (if applicable);
- certificate of reorganization/rename of organizations (if applicable);
- certificate of change of name, first name (if applicable);
- certificate of classification in degree of disability;
- report on the investigation of the accident at work;
- the declaration on personal responsibility that the applicant does not receive any social benefits on the territory of other third countries, according to Annex no. 9 of the Instruction (if applicable);
- the declaration of consent to the transfer of personal data to the social insurance institution on the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made.

[point 73 amended by Order no. 211-A from 30.11.2022]

[point 73 amended by Order no. 172-A from 09.10.2023]

Unemployment benefits

74. The following documents in original and copies must be submitted with the application for unemployment benefit:

- identity document issued on the territory of one of the Contracting States;
- birth certificate of a dependent child up to the age of 14 (if applicable);
- the declaration of consent to the transfer of personal data to the social insurance institution on the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made.

[point 74 amended by Order no. 211-A from 30.11.2022]

[point 74 amended by Order no. 172-A from 09.10.2023]

Death grant

75. The following documents in original and copies must be submitted with the application for death grant:

- identity document issued on the territory of one of the Contracting States;
- death registration certificate;
- the applicant's civil-status records showing the degree of relationship to the deceased (if applicable),
- a copy of the documents providing proof of the expenses incurred in the event of death (if applicable);
- the declaration of consent to the transfer of personal data to the social insurance institution on the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made.

[point 75 amended by Order no. 211-A from 30.11.2022]

[point 75 amended by Order no. 172-A from 09.10.2023]

76. If, according to the provisions of international agreements, the entitlement to the death grant arises on the basis of the legislation of the other contracting state and the entitled person is domiciled on the territory of the Republic of Moldova, he/she shall submit an application for the granting of the death grant to the NOSI together with the necessary documents in accordance with the legislation in force of the respective state, which are then forwarded by the specialists within the Directorate of external pensions to the competent institution.

Maternity indemnity

77. The application for maternity indemnity must be accompanied by the following documents in original and copies:

1) in the case of insured women:

- a) original sick leave certificate;
- b) identity document issued on the territory of one of the Contracting States;
- c) approved by Government Decision No. 108 of 03.02.2005 confirming full loss of insured income during the period of maternity leave at all the establishments in which they work;
- d) documents confirming the non-contributory periods that are assimilated to the contribution period: military service record book, child's birth certificate, etc.;
- e) declaration of consent to the transmission of personal data to the social insurance institution from the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- f) bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made.

2) in the case of wives who are dependants of insured spouses:

- a) original sick leave certificate;
- b) the identity document of both spouses issued on the territory of one of the Contracting States;
- b) marriage certificate (original and copy);
- c) the spouse's and husband's work book or a certified copy of the employment record;
- d) the spouse's declaration on her own responsibility, in original in accordance with Annex no. 6 of the Regulation on the conditions for establishing, calculation and payment of indemnities for temporary incapacity for work, approved by Government Decision no. 108 of 03.02.2005, confirming that at the date of granting maternity leave she is not employed, does not receive an insured income and is not an insured person for the risk in question.
- e) other documents that would confirm the non-contributory periods that are assimilated to the contribution period: military record book, child's birth certificate, etc...;
- g) declaration of consent to the transmission of personal data to the social insurance institution on the left bank of the Dniester river, which operates outside the legal field of the Republic of Moldova (if applicable);
- h) bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made

[point 78 amended by Order No 172-A from 09.10.2023]

Monthly child-raising indemnity until the child reaches the age of the age of 3 years old

78. The following documents must be submitted in original and copies with the application for the monthly indemnity for raising a child up to the age of 3 years:

- identity document issued on the territory of one of the Contracting States;
- the child's birth certificate, or, where appropriate, the birth certificate of the pre-pregnant child;
- extract of the order granting leave for childcare until the age of 3 years (original) from all the establishments in which he/she works (where applicable);
- other documents, as appropriate: order on the establishment of guardianship or court decision granting adoption - in original, document certifying the degree of kinship of the applicant (birth certificate, marriage certificate) - in original and in copy, extract from the order granting unpaid leave (to be submitted in cases where the person was granted unpaid leave during the 12 months taken into account for the calculation of the basis of calculation) - in original, death certificate of the child or of the beneficiary, marriage certificate (to be submitted in case of change of name of the applicant);
- declaration of consent to the transmission of personal data to the social insurance institution on the left bank of the Dniester river, operating outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made

[point 78 amended by Order No 172-A from 09.10.2023]

Indemnity for temporary incapacity for work

79. The application submitted by the claimant/representative appointed by proxy for indemnity for temporary incapacity for work must be accompanied by the following documents in original and copies:

- identity document issued on the territory of one of the Contracting States;
- declaration of consent to the transmission of personal data to the social insurance institution on the left bank of the Dniester river, which operates outside the legal field of the Republic of Moldova (if applicable);
- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made.

[point 79 amended by Order No 172-A from 09.10.2023]

Resumption of social benefit payments

80. When submitting the application for the resumption of social benefit under the provisions of international agreements, the following documents must be submitted in original and copies by the beneficiary or the representative appointed by proxy:

- Identity document issued on the territory of one of the Contracting States;
- the document confirming the place of domicile/residence of the beneficiary in the country to which the transfer is to be made (where applicable);

- bank details according to international standards (IBAN, SWIFT CODE), indicating the name and address of the bank, the bank's branch and the currency in which the transfer is to be made;
- proxy (where applicable).

[point 80 amended by Order No 211-A from 30.11.2022]

[point 80 amended by Order No 172-A from 09.10.2023]

81. Upon submission of the application for resumption of social benefit payments based on the provisions of international agreements, the specialists of the Directorate of external pensions shall examine the completeness and veracity of the submitted documents, check the copies against the originals and authenticate the copies of the submitted documents. The original documents are returned to the applicant.

82. In order to resume the payment of social benefit under the provisions of international agreements, the specialists of the Directorate of external pensions request the retirement/personal file from TOSI. The TOSI specialists issue the decision on the change of social benefit on the termination of its payment. After receiving the retirement file, the specialists of the Directorate of external pensions request the General Directorate of Individual Contributions Records to change the domicile address of the pension beneficiary (3 Gheorghe Tudor Street, Chisinau municipality).

83. The specialists of the Directorate for External Pensions issue the Decision on the resumption of the pension entitlement and the Decision on the change of the payment method, which are verified and signed by the Head of the Directorate of external pensions, and sent to the Head/Deputy Head of the DGRI for approval in the "Social Protection" information system and signature.

The Head/Deputy Head of the DGRI approves, authenticates by signature and stamp of the General Directorate of International Relations the decisions printed on paper and the number of the file sheets on the cover.

84. *[point 84 excluded by Order No 211-A of 30.11.2022]*

85. If the beneficiary takes up residence in the Republic of Moldova, the payment of the social benefit shall be suspended and shall be made at the new place of residence, on the basis of the application submitted to the TOSI in the beneficiary's place of residence.

86. Upon the request of the retirement/personal file by TOSI, the specialists of the Directorate General of International Relations issue and approve the decision on the change of the social benefit on the termination of its payment and send the retirement/personal file to TOSI in the beneficiary's place of residence.

Life certificate

87. The Life certificate shall be considered valid if it is signed by the beneficiary, authenticated by the competent institution/authority, local public administration authority,

notary public or diplomatic mission/consular office of the Republic of Moldova on the territory of the State of domicile/residence, and sent in original by the applicant or through the competent institution. A copy of the Life certificate sent via the competent institution of the other Contracting State shall be considered as valid.

(point 87 amended by Order No 211-A from 30.11.2022)

88. If the beneficiary of a social benefit granted by the competent institution of the other Contracting State is domiciled/resident on the territory of the Republic of Moldova and is obliged to send the Life certificate to the paying institution, upon his/her request, the specialists of the Directorate of external pensions or the specialists of TOSI shall certify that the Life certificate has been personally signed by the beneficiary, shall send it for signature to the NOSI/ TOSI management and shall affix a stamp.

Upon request, DGRI specialists send the original of the Life certificate together with the communication form to the competent institution of the other Contracting State

[point 88 amended by Order No 172-A from 09.10.2023]

VI. Payment and record keeping of social benefits

89. In accordance with the provisions of international agreements, social benefits are paid on a monthly/quarterly basis to entitled persons having their domicile/residence on the territory of the other Contracting State.

90. The payment of social benefits abroad shall be performed within the time limits and in the currency agreed in the international agreements, through the competent institution, or to the bank account indicated by the beneficiary.

91. The costs of transferring social benefits abroad shall be borne by the NOSI.

92. By the second working day of the month at the latest, the specialists of the General directorate of beneficiaries of social benefits accounts management shall submit to the General directorate of finance the "ORDER of the social benefit in accordance with the provisions of international agreements in the field of social security" (hereinafter - ORDER), as set out in Annex no. 11 to this Instruction.

[point 92 amended by Order No. 172-A from 09.10.2023]

92.1 The ORDER is checked and signed by the specialist of the General directorate of beneficiaries of social benefits accounts management, the head of the directorate within the General directorate of beneficiaries of social benefits accounts management, and countersigned by the head/deputy head of the General directorate of beneficiaries of social benefits accounts management.

[point 92.1 completed by Order No 172-A from 09.10.2023]

92.2. The specialist of the General directorate of beneficiaries of social benefits accounts management and the head of the directorate within the General directorate of beneficiaries of social benefits accounts management shall ensure the correctness of the amounts included in the ORDER for each individual beneficiary, and the head/deputy head of the General directorate of beneficiaries of social benefits accounts management shall ensure the correctness of the total amounts in the ORDER.

[point 92.2 supplemented by Order No. 172-A from 09.10.2023]

93. By the 20th day of the month, on the basis of the ORDER, the specialists of the General directorate of finance shall draw up the payment provisions and transfer financial means for the payment of social benefits. A document confirming the exchange rate on the date of the transfer shall be annexed to the payment provisions.

94. After finalizing the process of transfer of funds for the payment of social benefits by the 10th of the following month, the specialists of the General directorate of beneficiaries of social benefits accounts management shall submit to the General directorate of finance "Lists of social benefits beneficiaries in accordance with the provisions of international agreements in the field of social security" (hereinafter - Lists of Beneficiaries), according to Annex no. 12 to this Instruction, signed by the specialists and the Head/Deputy Head of the General directorate of beneficiaries of social benefits accounts management and ORDER, signed by the responsible persons specified in point 92.1 of this Instruction and approved by the General Director of NOSI.

[point 94 amended by Order No 172-A from 09.10.2023]

95. In the case of payment of social benefits through the competent institutions, the specialists of the General directorate of beneficiaries of social benefits accounts management shall draw up monthly/quarterly Lists of Beneficiaries according to the model agreed in international agreements separately by country, and shall send them to the Directorate of external pensions by the 15th of the month, signed by the specialists, and the Head of the Directorate in the competence of the General directorate of beneficiaries of social benefits accounts management, and countersigned by the Head/Deputy Head of the Head/Deputy Head of the General directorate of beneficiaries of social benefits accounts management. Subsequently, the specialists of the Directorate of external pensions shall draft a covering letter to which they attach the Lists of Beneficiaries and send them to the competent institution within the deadlines laid down in international agreements.

[point 95 amended by Order No 172-A from 09.10.2023]

96. The competent institution of the other Contracting State shall pay social benefits in accordance with its national legislation, informing the NOSI of the payment/non-payment to each of the beneficiaries, where this is provided for by international agreements, by means of an information letter.

97. By the 10th day of the month following the reporting period, the specialists of the General directorate of beneficiaries of social benefits accounts management shall prepare and submit to the General directorate of finance "Statements on the calculation and

payment of pensions in accordance with the provisions of international agreements in the field of social security" in national currency (lei), by country and financing budget, as per Annex no. 13 to the present Instruction, signed by the specialist of the General directorate of beneficiaries of social benefits accounts management, the head of the directorate within the General directorate of beneficiaries of social benefits accounts management, and countersigned by the head/deputy head of the General directorate of beneficiaries of social benefits accounts management, drawn up in 3 copies, one of which is kept within the General directorate of beneficiaries of social benefits accounts management, the others are submitted to the General directorate of finance, and DGRI respectively.

[point 97 amended by Order No 172-A from 09.10.2023]

98. In case of restitution of the amounts on payment of pensions to the respective NOSI account, they shall be reflected in national currency (in lei) in the statements on calculation and payment of pensions in accordance with the provisions of international agreements.

[point 98 amended by Order No. 172-A from 09.10.2023]

99. In order to confirm the amounts transferred and refunded in foreign currency, the General directorate of finance shall attach to the statements of account on the calculation and payment of pensions in accordance with the provisions of international agreements in the field of social security the statement (receipt) of the exchange rate on the date of transfer and on the date of refund.

99.1. In the case of undue payments, the specialists of the General directorate for international relations and the General directorate of beneficiaries of social benefits accounts management shall take the necessary measures to recover the amounts received undue in accordance with the provisions of Chapter VI of the Instruction on the Procedure of Recovery of Undue Payments, approved by Order No. 78-A of 28.04.2023.

[point 99.1 completed by Order No. 172-A from 09.10.2023]

VII. Responsibilities

100. DGRI specialists are responsible for the execution of the provisions of this Instruction.

101. The DGRI specialists are responsible for the application of the provisions of international agreements, compliance with the deadlines for examining, processing and providing information to the competent institutions, as well as for the accuracy of the information entered into the 'Social Protection' information system required for the transfers of social benefit recipients.

102. The specialists of the General directorate of beneficiaries of social benefits accounts management are responsible for the finalization of the documents necessary for the payment and record keeping of social benefits in accordance with the provisions of this Instruction.

103. The specialists of the General directorate of finance are responsible for the timely transfer of funds intended for the payment of social benefits to the beneficiaries, including

the transfer in strict compliance with the concordance between the amounts calculated in national currency and the currency agreed upon in international agreements.

104. The Head of the TOSI is responsible for ensuring that the package of documents and pension files is sent to the NOSI on time.

VIII. Final provisions

105. With a view to implementing the provisions of international agreements, the NOSI's structural subdivisions shall cooperate with each other in order to provide the necessary information and data on time.

106. The communication of personal data in the process of implementing the provisions of international agreements shall be carried out in compliance with the national legislation in force in the field of personal data protection.

in the field of social security to which the Republic of Moldova is part of

Electronic register of incoming/outgoing correspondence

per country _

No. of the order	Date and index of the registered document	Name, surname	Country	Brief content of the document	Resolution of the leaer to whom it was assigned for examination	Company of origin of the detachment	Recruitin g company	Detachment period	Examination Mentions
1,									
2,									
3,									
4,									

Annex no.2

To the Instruction on the application of international agreements

in the field of social security to which the Republic of Moldova is part of

Electronic register of incoming/outgoing correspondence per country _____

No. of the order	No. of registration	Date of registration	From whom the document comes form	Brief content of the document, Name, Surname	Head of department's resolution, to whom it has been assigned for examination	Signature of receipt of the document	Request for additional information	Examination mentions
1.								
2.								
3.								
4.								

Annex no.3

*To the Instruction on the application of international agreements
in the field of social security to which the Republic of Moldova is part of*

Electronic register of files relating to the rejection of requests for the establishment of social benefit

No. of the order	Date of submission of the request	Name, Surname	Country	Type of the requested pension	Number of the file	Resolution of the leader to whom it has been assigned for examination

**General Director of
National Office of Social Insurance**

From _____

Institution _____

(name /legal address)

Fiscal code _____

Contact Phone _____

APPLICATION

In connection with the granting of periods of detachment or self-employment on the territory of _____, I request the issue of the form on the applicable legislation. The form is requested for the detached/self-employed activity of Mr/Mrs _____, born at _____, employed at _____.

The following documents shall be annexed to the application:

- the contract concluded between the employer in the Republic of Moldova and the employer in the Contracting State (copy or certified copy), as well as its authorized translation;
- the detachment order and/or any other document, containing the purpose of the detachment, the period of detachment, the rights and obligations of the employers from the Republic of Moldova and the State of detachment and the seconded employee (copy);
- individual employment contract of the employee with the employer from the Republic of Moldova (copy);
- identity document of the employee (copy);
- employee's passport with valid visa for the period of detachment (copy);
- registration certificate and extract from the State Register of Legal Entities and Individual Entrepreneurs issued by the competent bodies (original and copy);
- documents proving the current financial situation of the employer in the Republic of Moldova, approved and verified in accordance with the legislation in force (balance sheet), (copy);
- certificate on the absence or existence of arrears to the national public budget, issued by the State Tax Service, valid at the date of application (original).

If the form on the applicable legislation for self-employed persons is issued, the authorization/license for self-employed activities of insured persons (in original and copy) will be submitted in addition.

Date _____

Signature of the applicant/ _____

Legal representative

Annex no.5
To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of

**General Director of
National Office of Social Insurance**

From _____

Institution _____

(name /legal address)

Fiscal code _____

Contact Phone _____

APPLICATION

In relation to the extension of the period of detachment granted to a detached worker/worker

self-employed on the territory of _____, I request the extension of the validity the applicable legislation form previously issued for the detachment/self-employed activity

Mr/Mrs _____, born at _____,

employed at _____, on the grounds that

_____.

The following documents shall be annexed to the application:

- the contract concluded between the employer in the Republic of Moldova and the employer in the Contracting State (copy or certified copy), as well as its authorized translation;
- the detachment order and/or any other document, containing the purpose of the detachment, the period of detachment, the rights and obligations of the employers from the Republic of Moldova and the State of detachment and the seconded employee (copy);
- individual employment contract of the employee with the employer from the Republic of Moldova (copy);
- identity document of the employee (copy);
- employee's passport with valid visa for the period of detachment (copy);
- registration certificate and extract from the State Register of Legal Entities and Individual Entrepreneurs issued by the competent bodies (original and copy);
- documents proving the current financial situation of the employer in the Republic of Moldova, approved and verified in accordance with the legislation in force (balance sheet), (copy);
- certificate on the absence or existence of arrears to the national public budget, issued by the State Tax Service, valid at the date of application (original).

If the form on the applicable legislation for self-employed persons is issued, the authorization/license for self-employed activities of insured persons (in original and copy) will be submitted in addition.

Date _____

Signature of the applicant/ _____
Legal Representative

**General Director of
National Office of Social Insurance**

From _____

Institution _____

(name /legal address)

Fiscal code _____

Contact Phone _____

APPLICATION

I request the ending of the period of detachment in the applicable legislation form issued previously, on _____ for Mr/Mrs _____, born on _____, in relation to _____

_____.

The following documents shall be annexed to the application:

the applicable legislation form previously issued,

copy of identity document of the detached employee/ self-employed person.

Date _____

Signature of the applicant/ _____
Legal Representative

**General Director of
National Office of Social Insurance**
From _____
Address _____
Date of contact _____

**APPLICATION
for transfer of benefit payment**

In accordance with the provisions of the international agreement, I request the transfer of the pension _____ to the annexed bank account in connection with the change of domicile to _____.

I have been informed of the need to submit annually the Life Certificate.

The following documents are annexed to the application:

- copy of the identity document issued on the territory of one of the Contracting States;
- copy of the document confirming the beneficiary's place of domicile/residence in the country to which the transfer is to be made;
- copy of the proxy (if applicable);
- full bank details.

Date _____

Signature of the applicant/ _____
Legal Representative

Annex no.7
To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of
[Annex no. 7 excluded by order no. 211-A from 30.11.2022]

Annex no.8
To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of
[Annex no. 8 amended by order no. 211-A from 30.11.2022]
[Annex no. 8 amended by order no. 172-A from 09.10.2023]

**General Director of
National Office of Social Insurance**
From _____
Address _____
Contact Phone / E-mail

APPLICATION

In accordance with the provisions of the international agreement, I request the issuance of the information on the receipt/non-receipt of social benefits in the state social insurance system of the Republic of Moldova, to be presented on _____.

The following documents shall be annexed to the request:

- Copy of the identity document issued on the territory of one of the Contracting States,
- Copy of the notarized proxy/status of the person entitled (if applicable).

The information is issued ONLY to the applicant/legal representative, respecting the provisions of Law no. 133/2011 on personal data protection.

Date _____

Signature of the applicant / _____
Legal Representative

Declaration under own responsibility

I, the undersigned _____, DECLARE on my own responsibility that on the territory of the former Soviet Socialist Republics (Russian Federation, Ukraine, Republic of Belarus, etc.), including on the territory of other third countries, I have not applied for/established or received social benefits on the basis of the periods of activity for which I apply for the establishment of social benefits on the territory of the Republic of Moldova. At the same time, I confirm that I have not applied for/established or received social benefits from the Social Insurance Department of Tiraspol, Bender (and other cities in the left bank of the Dniester river of the Republic of Moldova).

I hereby consent and agree that in case I have confirmed falsity in the above statement, I will be deprived of the right to benefits, including being held liable for the offense according to the legislation of the Republic of Moldova, and I assume the responsibility to return the full amount of benefits received unduly.

(The declarant shall write: "I AM AWARE")

Date: _____

Signature of the declarant: _____

(Name, surname and position of the specialist who received the declaration)

*To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of*

Republica Moldova/ Republic of Moldova

Certificat de viață / Life Certificate

Formularul trebuie completat cu majuscule, folosindu-se numai liniile punctate.

This form must be filled in using capital letters, only above marked lines.

1.	INSTITUȚIA DESTINATARĂ/ RECEIVING INSTITUTION
1.1	Denumirea instituției / Name of the Institution
1.2	Țara /Country

2	DATE DESPRE BENEFICIAR/ INFORMATION ON BENEFICIARY
2.1	Numele și prenumele / Name and surname
2.2	Nume și prenumele purtate anterior/ Previous name and surname
2.3	Numărul personal de identificare (IDNP) / Personal identification code
2.4	Data nașterii / Date of birth
2.5	Adresa actuala /Current address

Certific faptul că datele de mai sus sunt reale și corecte. În cazul în care nu voi respecta cele asumate prin prezenta declarație, sunt pe deplin responsabil de consecințele inacțiunii mele / I confirm that the above mentioned information is real and correct. In case of not respecting those assumed in the current statement, I become fully responsible of the consequences of my misacting

3. DATA, SEMNĂTURA BENEFICIARULUI APLICATĂ ÎN FAȚA PERSOANEI AUTORIZATE / DATE AND SIGNATURE OF BENEFICIARY IN FRONT OF AUTHORIZED PERSON
.....
.....

4.	DECLARĂM CĂ DOCUMENTUL A FOST SEMNAT PERSONAL DE BENEFICIAR/ WE DECLARE THAT THE DOCUMENT HAS BEEN PERSONALLY SIGNED BY THE BENEFICIARY
4.1	Denumirea instituției / Name of the institution
4.2	Adresă / Address
4.3	Telefon / Phone Fax:
4.4	Ștampilă / Stamp
	4.5 Dată / Date
	Funcția / Function.....
	4.6 Semnătură / Signature

În cazul în care rechizitele bancare sunt/au fost modificate mă oblig să le comunic cât mai curând posibil./ In case if the bank requisites are or have been modified, I undertake to communicate them as soon as possible.

Annex no.11
To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of
[Annex no. 11 amended by order no. 172-A from 09.10.2023]

Approved
General Director of NOSI

ORDER
of social benefits in accordance with the provisions of international agreements
in the field of social security

Month ____ Year ____

No.	Name, Surname	No. of order of the payment	No. of the pension file	Amount	Currency
Currency Total					
Monthly Total					

Head / Deputy Director, General Directorate _____
Head of directorate in the General Directorate _____
General Directorate Specialist _____

Annex no.12
To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of
[Annex no. 12 amended by order no. 172-A from 09.10.2023]

List of beneficiaries of social benefits under the provisions of
international agreements

Month ____ Year ____

No.	Name, Surname	No. of order of the payment	Established Amount	Converted Amount	Amount in currency	Currency	Date
Currency Total							
Monthly Total							

Head / Deputy Director, General Directorate _____
Head of directorate in the General Directorate _____
General Directorate Specialist _____

*To the Instruction on the application of international agreements
In the field of social security to which the Republic of Moldova is part of
[Annex no. 13 amended by order no. 172-A from 09.10.2023]*

Report
regarding the calculation and payment of pensions under the provisions
of international social security agreements
Month ____ Year _____

No.	Country / Financing Budget	Balance at the beginning of the period		Calculated		Transferred		Paid		Refunded		Balance at the end of Period	
		Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount
Total													

Head / Deputy Director, General Directorate _____

Head of directorate in the General Directorate _____

General Directorate Specialist _____