

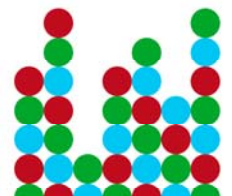
The procedure for implementing Regulation (EC) No 883/2004 on the coordination of social security systems

A1 Certificate Procedure

- *A person normally employed in two or more Member States must notify this situation to the designated institution of the Member State in which she/he resides - this is most commonly done through an application form provided by the institution of the residence Member State or in certain cases by the Employer prior to employment;*
 - *A full list of institutions can be found at:*
https://ec.europa.eu/employment_social/social-security-directory/mainIndex
- *The designated institution of the place of residence shall without delay determine the legislation applicable to the person concerned, having regard to Article 13 of the basic Regulation and Article 14 of the implementing Regulation;*
- *The competent institution of the Member State whose legislation is determined to be applicable shall without delay inform the person concerned - most commonly the Member State whose legislation is determined to be applicable informs the person's Employer;*
- *The latter once informed, will apply for the person's A1 Certificate by sending an application form to the competent institution of the Member State whose legislation applies;*
- *The A1 is issued by the competent institution of the Member State whose legislation applies and confirms that the Employee is not subject to the legislation of any other country he is connected with - in other words he will have no obligation to pay social security (including health insurance) contributions in the other countries;*
- *The A1 remains valid until the date of expiry (usually end of employment), indicated at the form or until it is withdrawn by the issuing institution (exception cases).*

Why is it important that you as Employee working in two or more EU Member states, notify directly the Social Security Institution in your residency country prior to your employment?

- *To confirm your social security position and to indicate in which country your security contributions will have to be paid - in your case, in the country where your Employer has its permanent head office, Cyprus;*
- *Without the decision on the legislation which applies to you, the Social Security Institution in the Member State where your contributions have been paid, i.e. Cyprus, cannot verify whether or not you were subject to the Cypriot Social Security legislation and hence Cyprus cannot issue your U1 Certificate once your employment is terminated;*



- *Without the U1 Certificate, stating the insurance period to be taken into account when calculating your unemployment benefit, you are therefore missing the working periods in the country where your social contributions have been paid, i.e. Cyprus;*
- *Hence the importance of following the procedure of notifying of your situation the designated Social Security Authorities in your residency country prior to your employment.*

How do you notify the Social Security Institution in your residency country?

- *You visit the designated Social Security institution in your residency country and submit your A1 application;*
 - *A full list of the institutions/application forms can be found at:*
- https://europa.eu/youreurope/citizens/work/social-security-forms/contact_points_pd_a1.pdf
- *In certain cases, we, as your Employer, provide you directly with the application form to be submitted to the Social Security institution in your country;*
 - *The Social Security institution in your country will then provide you with a letter usually stating that the Cypriot Social Security legislation is applicable:*
 - *based on their record with regard to the percentage of working time for the activity in the Member State of residence = 0% - <25%*
 - *based on the percentage of remuneration for the activity in the Member State of residence = 0% (Cypriot employer);*
 - *Once you have the letter, you must send a scanned copy to us at hrm@cruisinc.eu;*
 - *When the Social Security institution do not provide you directly with the letter on the same day of submitting the application, please ensure that they will send us a copy to us at:*
 - hrm@cruisinc.eu or by post to:
 - *Cruisinc Staff Ltd, 3 Thalia Street, 2nd Floor, Office 210-211, 3011 Limassol, Cyprus*
 - *And/or to the Cypriot Authorities at:*
 - interrel@sid.mlsi.gov.cy or by post to:
 - *Ministry of Labour, Welfare and Social Insurance Cyprus Social Insurance Services EU and International Relations Unit, 7 Lordou Vyronos Avenue 1465 Nicosia Cyprus*

When and how do I receive my A1 Certificate?

- *Once the Social Security institution in Cyprus is informed about the decision on the applicable legislation sent by your country of residence, they will then issue your A1 Certificate and post it to us, your Employer, at our office in Cyprus;*
- *Once we receive it, we will then email it to your personal email address and attach it to your employment file in our secured HR database, for legal employment purposes.*

