

*Please note that this translation does not substitute the de jure binding Attachment No. 7 to the Decree No. 30.05.2012 in Czech („Dodatek č. 1 k Výnosu č. 30.05.2012“).
If there are any doubts, the Czech version is decisive.*

Attachment No. 7

Certificate of applicable social security legislation (A1 certificate)

In case of travel of employees abroad in the form of a business travel, secondment or parallel employment of one or more days, however no more than 24 months, UCT Prague shall ensure compliance with all obligations in the social security system area resulting from the European coordination rules or international agreements. The principle is to determine which country is responsible for collecting the contributions and providing the benefits. Thus to make sure that persons migrating across the EU/EEA or Switzerland and the countries with which the Czech Republic has entered into an agreement on social security are insured only in one country.

The situation of employees (and self-employed) who are sent to or who perform activity concurrently in the territory of two or more member countries is governed by the EU coordination regulations (Regulation (EC) No 883/2004 of the European Parliament and of the Council on the coordination of social security systems and by 987/2009 laying down the procedure for implementing the Regulation No. 883/2004); in case of a foreign country with agreement, this is based on the bilateral agreement.

The application for issuance of the Certificate of applicable social security legislation is submitted for the employee of UCT Prague by the Personnel Department to the Prague Social Security Administration based on a filled in and signed “Joint application of the employee and the employer for the issuance of a certificate of applicable social security legislation” (A1 certificate).

The request for A1 includes:

1. A certified copy of the work agreement
2. Letter of secondment or agreement

Within 30 days from submission of the request, the Prague Social Security Administration will issue a “Certificate of applicable legislation”

If the employee has a concurrent employment relationship or performs activity based on agreements outside the employment relationship¹ also within other organization, such employee shall also attach to the request a copy of the work contract/agreement regarding such employment relationship/agreement. In such case, the copy of the work contract/agreement may be submitted by the employee together with the request submitted via UCT Prague, or the employee shall submit the documents directly to the PSSA in person or by e-mail (names of the contact persons at PSSA are available at the Personnel Department).

In case of an inspection by a local work inspection or other authorised authority, the employee undertaking a business travels abroad shall submit:

1. Certificate of applicable social security legislation of a certain country (before issuance of the Confirmation by PSSA, it is possible to travel abroad with a copy of the A1 Form with a stamp evidencing the submission to PSSA).
2. Health insurance card

¹ This provision shall apply only in cases when the amount earned at the other employer results in the obligation to pay contribution to the security insurance.

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3. Work contract in the language of the destination country
4. Evidence of the salary amount
5. Letter of secondment (in case of foreign business travels such as participation in conferences, business meetings, etc., the letter of secondment is not issued and the confirmation of approved business travel serves as a document of secondment).

More detailed information is provided at www.cssz.cz in the part Určení státu pojištění (Determination of country of insurance) in the section Evropská unie (European Union) or Mezinárodní smlouvy (International agreements).

List of bilateral agreements on social security made between the Czech Republic and other countries <https://www.mpsv.cz/cs/1275>

Overview of countries with which international agreements have been made:

EU/EEA + Switzerland

Belgium, Bulgaria, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Ireland, Italy, Iceland, Cyprus, Latvia, Lithuania, Luxembourg, Lichtenstein, Hungary, Malta, Netherlands, Norway, Germany, Poland, Portugal, Austria, Greece, Rumania, Slovakia, Slovenia, United Kingdom, Spain, Sweden, Switzerland.

Third countries of the world:

Albania, Australia, Bosnia and Herzegovina, Chile, Monte Negro, India, Israel, Japan, Canada, South Korea, Macedonia, Moldavia, Quebec, Russia, Tunisia, Serbia, Turkey, USA, Ukraine

Note: A1 certificate needs be issued for the countries listed above even in case of a transit.

Attachment: Joint application of the employee and the employer for the issuance of a certificate of applicable social security legislation" (A1 certificate).