"I approve"

RA President R. Kocharyan

July 13, 2005

GOVERNMENT OF ARMENIA DECREE N 938

dated May 12, 2005

ON MEASURES TO IMPLEMENT PERSONAL (PERSONIFIED) REGISTRATION IN STATE PENSION SOCIAL INSURANCE SYSTEM

In compliance with Articles 41, 43, 65, 66 and 67 of the RoA Law on State Pensions:

1. Approve:

a) Procedure of design and managing personal (personified) registration database of persons covered by the state pension social insurance system – in accordance with the Annex 1;

b) Application Form for Opening Personal Account and Personified Reporting Form – in accordance with Annex 2 and Annex 3.

c) The list of information provided by the Ministry of Justice of the Republic of Armenia and by the Police of the Republic of Armenia at the Government of the Republic of Armenia to State Social Insurance Fund of the Republic of Armenia in compliance with Annex 4.

2. Define:

a)   Personal (personified) database of persons covered by the pension social insurance system (hereinafter referred to as database) is designed and managed by the RoA State Social Insurance Fund;

b) Application Forms for Opening Personal Accounts and Personified Reporting Forms with data are submitted by employers (including individual entrepreneurs, notaries) for persons being in labor relations with them, and by sole entrepreneurs, notary officers and individuals for themselves in the following timeframes:

Application Forms for Opening Personal Account are to be submitted by October 1, 2005 or within 1 month following the conclusion of labor contract;

Regular personified reports are to be submitted once a year by April 1st of the following year and annual personified reports for 2004 are to be submitted by December 1, 2005;

In cases defined by the procedure approved by this decree in the limited cases personified reports (except for regular personified reports) are to be submitted from October 1, 2005.

c) After the enforcement of this Decree organizations and individuals having been registered as contributors in a procedure set by the law shall submit an Application Form for opening a personal account and present a personified report in a procedure set out by this Decree.

3. To the President of RoA State Social Insurance Fund:

a) Ensure personified registration of persons subject to pension social insurance in a procedure and timeframes set by this Decree by cooperating with the RoA Ministers, RoA Marzpets, Yerevan Mayor, heads of other government entities, as well as local self-governance bodies and NGOs;

b) Within a term of 5 days following the end of each quarter submit a report on the progress of personified registration activities in the system of mandatory Pension Social Insurance to the RoA Ministry of Labor and Social Issues;

c) Match data on social contributions calculated, paid and entered to the RoA Mandatory Social Insurance Budget based on submitted personified reports with the database and Tax Authority and Treasury Authority data and submit inconsistencies to the State Tax Service at the RoA Government for them to check causes and inform the RoA State Social Insurance Fund about them;

d) provide the database with its software to the RoA Ministry of Labor and Social Issues and State Tax Service at the RoA Government within one month after this Decree enters into effect and submit the modifications made in the database and its software defined by subclause "b" of clause 5 and clause 6 of this Decree by the jointly approved procedure on a quarterly basis.

e) Make the expenses required for the administration of the database on account of the funds of mandatory social insurance budget of the Republic of Armenia starting from 2006.

4. To the RoA Minister of Labor and Social Issues:

a) Match the received data in the database with the data of Social Security Cards database and provide matching results to the RoA State Social Insurance Fund in an established procedure for making corresponding modifications in the database and adopting corresponding decrees (decisions);

b) After complete formation of the database submit recommendations to the RoA Government on timeframes and procedure of calculating the insured length of service earned by natural persons on the basis of personified reports during the allocation of pensions;

5. To the RoA Minister of Labor and Social Issues and President of the RoA State Social:

a) Within one-month period develop, jointly approve and register procedures for completing Application Forms for Opening Personal Account and personified reports in a procedure defined by the RoA legislation, as well as sample documents required for the formation and administration of the database (Decision on Opening Personal Account, Decision on Denying the Registration, Inquiry for Data Verification, Certificate on Insured Length of Service, Application of the Insured Person for an Extract from the Personal Account, Extract from the Personal Account of the Insured Person, Title-Sheet, Summary-Sheet) and their completion procedures envisaged by Annex 1 of this Decree;

b) By September 1, 2005 jointly approve procedures for data matching with the SSC database and checking conformity of person's SSC number, as well as for providing the database to the RoA Ministry of Labor and Social Issues;

c) Jointly approve procedure on providing data on the timeframes of receiving unemployment benefits by the unemployed, as well as data on the disabled to the RoA State Social Insurance Fund by the RoA Ministry of Labor and Social Issues.

6. To the Head of State Tax Service at the RoA Government and President of the RoA State Social Insurance Fund:

> To develop and jointly assert the procedure for data sharing with the purpose of matching of, verification and elimination of discrepancies in data submitted due to the report envisaged by the Law on Mandatory Social Insurance Contributions of the Republic of Armenia and by the personified report form, as well as the procedure for the provision of the database to State Tax Service at the Government of the Republic of Armenia within a term of three days.

7. To RA Minister of Justice and RA Chief Police after coming into force of this decree with one-month regularity, to present the electronic version of information provided by Appendix 4 of this decree to the RA State Social Insurance Fund.

8. To the RoA Ministers, RoA Marzpets, Yerevan Mayor and heads of other government entities: provide comprehensive assistance to the RoA State Social Insurance Fund in the introduction of personified reporting system in the Pension Social Insurance System and in covering activities related to the system.

9. This Decree becomes effective on the 10th day following its official promulgation.

RA Prime Minister   **A. Margaryan**

July 7, 2005

Yerevan

Annex # 1

of the GoA Decree N 938

dated May 12, 2005

PROCEDURE

ON DEVELOPING AND MANAGING PERSONAL (PERSONIFIED) REGISTRATION DATABASE OF PERSONS COVERED BY THE STATE PENSION SOCIAL INSURANCE SYSTEM

I. GENERAL PROVISIONS

1. This procedure (hereinafter referred to as Procedure) defines the rules for the development and management of personal (personified) registration database (hereinafter referred to as database) of persons covered by the Pension Social Insurance System, including:

    a) Procedure of registering persons covered by the Mandatory Pension Social Insurance System (hereinafter pension insurance system);

    b) Procedure of submitting personal data (data on insurance length of service, funds directed for the remuneration of work and incomes equalized to them, including incomes paid for conducting activities under civil and legal contracts and providing services (hereinafter referred to as salary), calculated and paid mandatory social insurance contributions) to the RoA State Social Insurance Fund (hereinafter Fund);

    c) Procedure of submitting data on insured (labor) length of service prior to registration in the Mandatory Pension Social Insurance System insured persons;

    d) Timeframes for registering personal data of insured persons on their personal accounts;

    e) Procedure of using personal data for controlling accuracy of calculating and paying mandatory social insurance contributions (hereinafter referred to as social contributions).

2. This Procedure applies to RoA citizens, foreign citizens and stateless persons (hereinafter referred to as citizens) that are subject to mandatory pension social insurance (hereinafter referred to as pension insurance).

II. PERSONAL (PERSONIFIED) REGISTRATION

3. Personal (personified) registration (hereinafter referred to as personified registration) is registration of personal data envisaged by Article 42 of the RoA Law on State Pensions, development and management of database for exercising pension rights defined by the RoA legislation.

    Personified registration is conducted by the Fund through its local offices (hereinafter referred to as local offices).

4. Personified registration consists of:

    a) Opening personal account, storing personal data of the person subject to pension insurance (hereinafter referred to as insured person) in electronic and document files;

b) Collecting data on contributions calculated, paid and entered to the RoA Mandatory Social Insurance Budget (hereinafter referred to as Insurance Budget) from insured length of service, salary of the insured person for the period following his/her registration in the Pension Insurance system and entering them onto the personal account of the insured person;

c) Collecting data on the periods of labor or other activities of the insured person counted in the insured (labor) length of service and entering them onto the personal account of the insured person prior to registration in the database;

d) Information support related to the procedures of allocating pension, calculating (recalculating) its amount and modifying;

e) Providing free information to the insured person on data reflected on his/her personal account;

f) Making modifications in personal data of the insured person contained in the database at his/her request.

III. REGISTRATION OF INSURED PERSONS

5. Any person subject to pension insurance shall be registered in Mandatory Pension Insurance System and his/her data shall be entered into the database.

   Registration of insured person is opening of a personal account (which is implemented in the Fund in centralized procedure) for him/her, i.e. registration of his/her data in registration file.

   The registration day is considered the date of opening of personal account.

6. In case of concluding labor or civil and legal contract with a person not registered in the Pension Insurance System, on the basis of which contributions are to be made from the remuneration in a procedure established by the RoA legislation, the contributor shall submit application form for opening personal account (hereinafter referred to as application) containing data of that person or the name, family name, patronymic anf number of social security card in case the person is registered in the pension insurance system to the local office within 1 month following the conclusion of the contract

   Organizations having received new state registration - for the persons being in labor relations with them, as well as sole entrepreneurs and notary officers shall submit application to the local office within 2 months following the day of state registration.

7. Conformity of data specified in the application is confirmed by the signatures of the insured person and the contributor.

   If it is not possible for the insured person to personally confirm the application because of his/her long-lasting disease, long (over than 1 month) business trip or other reasons the contributor specifies the reason in the application and signs it.

   The contributor submits the application of the insured person to the local office together with related documents, i.e. title-sheet.

8. Within one month following the receipt of application of the insured person the local office opens personal account for the insured person through the Fund and completes his/her registration card or denies the registration of the person. The decision on denial of registration of a person is made if:

a) There is a personal account opened for the person in the database and contains identical data;

b) There are inaccuracies in the data of application. In this case the local office sends an inquiry to the contributor with the aim of clarifying the application data.

Decision envisaged by the sub-clause (b) of this clause is made through matching personal data of the database with the data of Social Security Cards database.

9. After the local office takes the corresponding decision it submits decisions on opening personal account, denying the registration, as well as inquiries for the data clarification to the contributor together with summary-sheet within 5 workdays.

10. Within 5 workdays following the receipt of decision the contributor informs the insured person about it. The insured person signs the summary-sheet proving that he/she was informed about the decisions.

If it is not possible for the contributor to inform the insured person about the received decisions because of his/her long-lasting disease, long (over than 1 month) business trip or other reasons he/she signs the appended summary-sheet instead of him/her.

11. If decision was made to deny the registration of the insured persons because of revealing inaccuracies in the data contained in the application a new application with accurate data is filled out by the insured person.

If decision was made to deny the registration of the insured person because of his/her long-lasting disease, long (over than 1 month) business trip or absence for other reasons the new application is filled out by the contributor.

12. The contributor shall return to the local office inquiries for clarification of data and submit new applications with accurate data together with the accompanying title-sheet within 15 workdays following the receipt of decisions on opening personal account, denying the registration and inquires for clarification of data by the local office.

13. Within a 1-month period the local office fills out registration cards on the basis of new applications and inquiries for checking of data accuracy submitted by the contributor, and in case of taking a decision to deny opening of a personal account in a procedure set by clause 8 of this Procedure submits them to the contributor in a procedure set by clause 9 of this Procedure for them to be transferred it to the insured persons contributor in a procedure set by clause 10 of this Procedure.

14. Persons that are not subject to mandatory pension insurance or are not registered in the Pension Insurance System but make contributions (including those personally doing it) in a procedure set by the legislation of the Republic of Armenia are registered in the local office in a procedure set by clauses 5, 8, 9, 11, and 12 of this Procedure.

15. Persons specified in clause 14 of this Procedure are registered in the pension insurance system by the local office of his/her residence address. The mentioned person has to present application, his/her passport and Social Security Card to the local office.

Based on the application the local office takes a decision in compliance with clause 8 of this Procedure within one month.

IV. SUBMITTING PERSONAL DATA OF INSURED PERSONS

16. During the conclusion of labor contract the contributor shall demand from the insured person his/her Social Security Card.

The contributor checks consistency of data with the presented Social Security Card or other ID.

17. Any contributor shall submit personal data of each ensured person employed with him/her related to the reporting period to the local office by April 1st of the current year in the form of regular personified reports. Reporting period is the year (January 1 to December 31 inclusive) for which the contributor submits personal data.

Reporting period for contributors having received state registration during the reporting year is the period between the registration date and December 31 inclusive.

18. The contributor shall provide copy of data submitted to the local office through in the form of a personified report and accepted by them for entering into the personal account of the insured person to the insured persons within 5 workdays following their request.

19. In case of revealing errors in the documents submitted by the contributor to the local office corrected personal data are to be submitted.

20. Contributor submits to the local office those data of the insured person that were not submitted before in the form of a personified reporta within one month following the day of resignation of the insured person or termination of the civil and legal contract (from the remuneration of which contributions were being made in accordance with the procedure established by the RoA legislation) or death of the insured person.

Contributor provides copy of the mentioned data to the insured person within 5 workdays following the request of the insured person. Contributor shall get written confirmation of the insured person on receiving the data.

21. The Contributor submits the personified report to the local office with a purpose of assignment of pension at the request of the local office and/or based on the application of the insured person within 5 working days after receiving the request and/or application.

22. In case of liquidation contributor submits personal data of insured persons employed by him that were not submitted before to the local office in the form of a personified report . For receiving a statement on liabilities from tax authorities the contributor submits the statement provided by the local office on the provision of data of insured persons to the local office.

If requested by the insured persons contributor provides them with copies of data.

In ither cases of reorganization of contributors personified reports are submitted in the manner defined.

23. Personal data submitted to the local office by a contributor, which is a legal entity are confirmed by the stamp of the organization and signature of the head.

Personal data submitted to the local office by a contributor, which is not a legal entity are confirmed by his/her signature.

24. Personal data filled out in the documents with the violation of this procedure are not entered into the personal accounts.

These documents or their copies are returned to the contributor by local offices specifying the revealed violations.

25. Through comparing data on inspections made by tax authorities or State Labor Inspectorate of the Republic of Armenia of the Staff of the Ministry of Labor and Social Issues of the Republic of Armenia, inquiries of local offices, contributions calculated, paid and entered into the Insurance Budget with the data of tax and treasury authorities checks the data on insured (labor) length of service earned by the insured person and his/her salary during the

periods before and after the registration in the Mandatory Pension Insurance System submitted by the contributor (including those voluntarily making contributors).

At the request of local office the contributor submits additional data on insured persons employed by him that prove the insured (labor) length of service (including privileged, long-term service or entitling to partial pension) earned and contributions made during the periods before and after the registration in the Mandatory Pension Insurance System

If the Fund reveals inconsistency between the data of insured persons and inspection results of tax authorities or State Labor Inspectorate the contributor is notified about the inconsistencies and the need to remove them.

26. Contributor corrects and submits corrected data to the local office within 15 workdays following the notification of the local office on inconsistency between the personal data and inspection results.

   If the contributor does not remove the existing inconsistencies within the established timeframes the local office takes a decision to clarify personal data of the insured persons and correct personal accounts through the Fund in the manner defined and informs the contributor and insured persons about it.

27. Insured person personally making contributions submits to the local office data on contributions made during the reporting period in the form of a personified report and a copy of payment document. Data are to be submitted by April 1st of each year.

   The Fund compares the submitted data and data on contributions entered into the Insurance Budget.

28. The insured person personally making contributions and natural persons making contributions for another natural person (natural persons) in a procedure established by the RoA legislation submit required data to local offices in a procedure set by clause 27 of this Procedure.

29. The RoA Employment Service Agency of the Staff of RoA Ministry of Labor and Social Issues submits data on periods of receiving unemployment benefit by the unemployed persons to the SSIF by April 1 of each year to be entered onto the personal accounts of insured persons.

30. Data on periods of other activities counted as length of service are to be submitted to the local office of the insured person's place of residence in a procedure established by the RoA legislation.

31. Data on insured length of service, salary, calculated and paid contributions of the insured person submitted to the local office are to be stored by the contributor in accordance with the rules established for the storage of accounting and reporting documents.

32. During December 1, 2005 to December 1, 2006 in timeframes agreed with the local office and in a procedure defined by the SSIF the contributor submits information on periods of labor or other activities counted in the insured (labor) length of service earned by the insured persons employed by him before they were registered in the Mandatory Pension Insurance System, with the exception of insured persons receiving retirement or disability pension.

33. Insured persons referred to under clause 14 of this Procedure as well as non-working insured persons including those not registered in the RoA Employment Service Agency of the Staff of RoA Ministry of Labor and Social Issues submit documents to the local offices in a procedure defined by Clause 32 of this Procedure proving their labor and other activities prior to being registered in the Mandatory Pension Insurance System.

V. THE PERSONAL ACCOUNT OF THE INSURED PERSON

34. SSIF opens personal account for any insured person registered in the Mandatory Pension Insurance System.

35. Personal account of the insured person contains:

    c) Social Security Card number;

    d) Name, family name, patronymic

    e) Year, month day of birth;

    f) Gender;

    g) Registration and/or actual residence address;

    h) Serial number of passport (or other ID);

    i) Citizenship;

    j) Year, month day of being registered as insured person;

    k) Periods of labor and other activities counted in the insured (labor) length of service in a procedure established by Articles 45 and 48 of the RoA Law on State Pensions for assigning pension, as well as periods of activities entitling to privileged, long-term and partial pension;

    l) Amount of salary out of which contributions have been calculated in a procedure established by the RoA legislation;

    m) Amount of contributions calculated for the insured person by the contributor;

    n) Amount paid to the Mandatory Pension Insurance System from the total amount of calculated and paid contributions with the specification of year and month for which they were paid;

    o) Amount of contributions made and received for that insured person;

    p) Day, month and year of pension allocation, calculation (recalculation) and payment, amount of pension;

    q) Amount paid by the contributor for the payment of pension to a person recognized as disabled because of impairment at work or occupational illness; amounts of temporary loss of ability to work and funeral benefits

    r) Data on closing the personal account of the insured person, including day, month and year of the insured person's death.

    s) Data on family members being taken care of in case of allocation of pensions to them.

36. Personal account is managed by the SSIF for the whole life of the Insured person. After the insured person's death the personal account is closed and electronic personal account is stored in the archive of the database and after the closing of personal account the registration card is stored for 10 years in the archive of the SSIF and after that is sent to the state archive and stored for the period defined for storing pension cases.

    Data on the death of insured person are entered into the database through matching them with the data of Social Security Cards database.

Personal data received after the death of insured person are entered into the database in a procedure set by this Procedure.

Data of the personal account may be used after the death of insured person for allocating survivor benefit to family members of the insured persons that were under his/her care.

37. The procedure of technical support for the management of the database is approved by the SSIF.

Data available on personal accounts are considered to be secret (confidential) information and are used exceptionally in a procedure established by the RoA legislation.

VI. PROCEDURE FOR SUBMITTING PERSONAL DATA OF INSURED PERSONS AND PERIODS FOR STORING THEM

38. Contributors and natural persons submit personal data of insured persons in a written form in compliance with this Procedure and Procedure on Completing Documents for Personified Registration in the Mandatory Pension Insurance System or in an electronic form.

39. Personal data of insured persons envisaged by this Procedure may be submitted electronically in the form of an electronic document protected by electronic digital signature in a procedure defined by the RoA Law on Electronic Document and Electronic Digital Signature.

40. Documents (electronic and hard copies) with the data of on contributions and insured (labor) length of service submitted to the local office by contributors and insured persons are stored by them for 10 years starting from the day of entering data contained in them onto the personal accounts of insured persons.

Documents containing other data received from contributors and insured persons for personified registration in an electronic or paper form are stored by local offices for at least 3 years.

41. After the expiry of the period for the storage of personified registration documents containing data on contributions and insured (labor) length of service are destroyed after notifying the insured persons on data contained on his/her personal account for the corresponding period and providing him/her with an extract for personal account.

Procedure for storing and destroying personified registration documents is jointly approved by the RoA Ministry of Labor and Social Issues and the Fund.

VII. PROCEDURE FOR REGISTERING AND USING PERSONAL DATA OF INSURED PERSONS

42. The local office (center):

a) notifies the contributor on submission of documents necessary for personal registration, verification of personal data;

b) the data of documents received from the contributors are registered in the data base;

c) Submits the database formed by it to the Fund;

d) Receives the processed personal data (entire) on insured persons from the Fund and presents to the contributor the results of the processed personal data;

e) Checks the accuracy of filling out the forms containing personal data for personal registration submitted by the contributor (including the insured persons personally making social contributions);

43. The Fund:

   a) Processes the data received from local offices;

   b) Opens a personal account or refuses to register the person;

   c) Provides the complete personal data of insured persons to the local offices;

   d) Compares the data of the personal account with data received from other organizations;

   e) Records personal data in personal accounts for the reporting period and data on social contributions made for insured persons as presented by contributors (including insured persons making social contributions independently)

   f) Starting from 2006 every year till October 1, sends to the insured person the information on personal account with proof of receipt of the mentioned data by the insured person; and at the request of the insured person provides an extract from his/her personal account personally to him/her once a year.

   g)

VIII. RIGHTS AND RESPONSIBILITIES OF THE INSURED PERSON

44. Insured person has a right to:

   a) Receive free information on present data on his/her personal account from the Fund twice a year by the following procedure. Till October 1 receive from the Fund information on his/her personal account, and receive the extract from personal account on present data in personal account from the local office (center) of his/her place of residence (including persons personally making social contributions) or the working place free of charge.

   b) Receive free of charge from the contributor copies of personal data and data on insured (labor) length of service earned before and after the registration in the Mandatory Pension Insurance System which were submitted to the local office by the contributor;

   c) Submit a written application to the local office or court for correcting personal data contained on his/her personal account;

   d) Submit a written application to the local office for providing him/her with the personal account data in an electronic form.

45. The insured person shall:

   a) Be registered in the local office;

   b) Present his/her Social Security Card at the request of contributor or local office;

   c) Inform the local office about the changes in the data entered in the personal account;

   d) At the request of local office submit documents certifying data to be entered into the personal account.

IX. RIGHTS AND RESPONSIBILITIES OF THE CONTRIBUTOR

46. Contributor has a right to:

   a) Request from the insured person to present his/her Social Security Card during the conclusion of a labor contract or civil and legal contract, on the basis of which social

contributions are to be made from the remuneration in a procedure established by the RoA legislation;

b) Fill in and check data of the insured persons, which were submitted to the local office in compliance with this Procedure.

47. Contributor shall:

a) Submit data of the insured persons on time in a compliance with this Procedure;

b) Provide each ensured person employed by him with copies of the personal data and data related to the insured (labor) length of service earned by him/her before the registration in the Mandatory Pension Insurance System free of charge;

c) In case of resignation of the insured person or termination of the civil and legal contract, from the remuneration paid on the basis of which social contributions were made in accordance with the procedure established by the RoA legislation provide the insured person with a copy of personal data that were not submitted to the local office by that time within 5 days following the request of the insured person;

d) Check consistency of Social Security Card data presented by the insured person with the data of passport or other ID.

X. RIGHTS AND RESPONSIBILITIES OF LOCAL OFFICES

48. Local office has a right to:

a) Request from the contributor and insured person to submit timely and accurate data in compliance with this Procedure;

b) Make a decision through the Fund on checking personal data of the insured persons and correcting personal accounts according to this Procedure.

49. Local office shall:

a) Store safely the data present in the personal accounts of the insured persons and those documents of the personal registration, on the basis of which these data were formed

b) Notify the contributors about the results of the processing of the documents and about the elimination of the mistakes in the documents submitted by them;

c) Register the application for provision of certificate from the personal account of the insured person in the database and provide the specified certificate;

50. The Fund has a right to:

a) Compare the personal data with data of other databases;

b) Make a decision on checking personal data of the insured persons and correcting personal accounts according to this Procedure;

51. The Fund shall:

a) Timely register the insured person in the system of mandatory pension insurance;

b) Provide the complete personal database to the local office;

c) Complete the data base with data received from other organizations;

d) Regularly compare the data with the data received from other organizations and provide the revealed inconsistencies to the corresponding organizations;

Application

ON OPENING OF THE PERSONAL ACCOUNT IN THE STATE SOIAL INSURANCE FUND OF THE REPUBLIC OF ARMENIA

Passport _____

Name   _____   Social Card Number

Patronimic Name _____

Hiring order number _____

date, month, year

Sex   male ☐   female ☐   Birth date, month, year

Registration place

Country	RA ☐
Marz	
Community	
City, town, village	
Street, house, building, apartment	☐

Place of Residence (same with the place of registration)   ☐

Country	RA ☐
Marz	
Community	
City, town, village	
Street, house, building, apartment	☐

Phone number   work _____   home _____

Citizenship   RA   , oth ☐ _____ ID

RA Passport   , other_____ ☐ ____

RA passport number												
Number of other ID												
date, month, year of Issue									y.			
Issuing authority												

Name of the contributor _____

State registration number_____

Tax payer number ☐☐☐☐☐☐☐☐ ‗ Registration number of the contributor ☐☐   ☐☐

Employee   _____

(signature)

_____Director of the organization _____

(signature)

Head of the Staff
Of the Government of the
Republic of Armenia
Minister M. Topuzyan

Personified Report

Type of report
Regular
Verification
Unification
Splitting
Separation
Merger
Dismissal from work
Liquidation
Allocation of pension
Death

Social Card Number ☐☐☐☐☐☐☐☐☐☐☐☐

Family name _____

Name _____

Patronymic _____

State registration number
☐☐☐☐☐☐☐☐☐☐☐

Position _____

Reporting period   beginning ☐☐ ☐☐☐ ☐☐☐☐

                                    end ☐☐ ☐☐☐ ☐☐☐☐ .

Balance of social contribution arrears to the Fund
at the beginning of the reporting period _____ dram

Month	Means directed to remuneration of work	Social contribution	Expenditures made of account of social contributions						Not worked days	
			Code	Number of days	Amount	Code	Number of days	Amount	Code	Number of days
1	2	3	4	5	6	7	8	9	10	11
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

Total			X			X			X	

Actual amount of social contributions made in the reporting period _____dram
Balance of social contribution arrears to the Fund
at the end of the reporting period _____ dram

Number of hire order _____,
day, month, year   [ ] [ ]   [ ] [ ]   [ ] [ ] [ ] [ ]

Number of dismissal order _____ ,
 day, month, year _____[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]   . basis_____

Name of the contributor

_____

Tax payer number   ,   Registration number of contributor_____

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]   [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Director of organization _____   Chief accountant
_____
                                        (signature)   (signature)

                                                                    Seal

Head of the Staff
Of the Government of the_
Republic of Armenia
Minister M. Topuzyan

Appendix N 4

of the GoA Decree N
dated May 12, 2005

LIST

OF THE INFORMATION PROVIDED BY RA MINISTRY OF JUSTICE AND RA POLICE AT
THE GOVERNMENT OF THE REPUBLIC OF ARMENIA TO RA STATE SOCIAL
INSURANCE FUND

Name of the state body providing information	Content of the provided information	Deadline for submission of the information
1. RA Ministry of Justice	Names of legal entities registered in state general register, sole entrepreneurs and separated divisions of registered legal entities, institutions, organizational legal type, places (addresses) of operation, information on re-organization or liquidation From January 1, 2002 the name, surname, patronymic name, date of birth, month, year, sex, serial number of the document proving the identity (RA passport, refugee status proof, special residency passport), date, month, year of death of the persons registered in death acts.	10th of every month
2. RA Police of the Republic of Armenia at the Government of the Republic of Armenia	Person's name, surname, patronymic, daty, month, year of birth, sex, registration place, country of birth, serial number of the ID proving identity (RA passport, refugee status proving document, special residency passport), number, day, month, year of issue, issuing authority (code), series and number of the document considered as a basis for issuing passport for RA citizen. the series and number of the document proving identity consider invalid after 1 January, 2005 (RA passport, refugee status proving document, special residency passport).	10th of every month

Head of the Staff
Of the Government of the
Republic of Armenia
Minister M. Topuzyan