

**ADMINISTRATIVE ARRANGEMENT
FOR THE IMPLEMENTATION OF
THE AGREEMENT ON SOCIAL SECURITY
BETWEEN
THE REPUBLIC OF KOREA AND THE REPUBLIC OF BULGARIA**

In conformity with paragraph 1 of Article 16 of the Agreement on Social Security between the Republic of Korea and the Republic of Bulgaria of 30 October 2008 (hereinafter referred to as the "Agreement"), the competent authorities of the Contracting Parties have agreed as follows:

**PART I
General provisions**

**Article 1
Definitions**

The terms used in this Administrative Arrangement shall have the same meaning as in the Agreement.

**Article 2
Liaison Agencies**

1. The liaison agencies referred to in paragraph 2 of Article 16 of the Agreement shall be:
 - (a) for Bulgaria:
 - (i) the National Social Insurance Institute in reference to the benefits of the branches of

insurance, indicated in paragraph 1(b)(i) of Article 2 of the Agreement;

- (ii) the National Revenue Agency – in reference to the provisions of Part II of the Agreement;

- (b) for Korea: the National Pension Service.

2. The liaison agencies designated in paragraph 1 shall agree upon the joint procedures and forms and other communications necessary for the implementation of the Agreement and this Administrative Arrangement.

**PART II
Provisions on applicable legislation**

**Article 3
Certificate of Coverage**

1. Where the legislation of a Contracting Party is applicable in accordance with any of the provisions of Articles 6 to 10 of the Agreement, an institution of that Contracting Party shall issue upon request a certificate stating that the employee or self-employed person, as the case may be, remain subject to that legislation. This certificate shall be proof that they are exempt from the social security liabilities of the other Contracting Party in so far as the Agreement provides. The model form of the certificate is given in Annex.

2. For the purposes of implementation of paragraphs 1 to 3 of Article 6 of the Agreement, the certificate referred to in paragraph 1 shall be issued at the request of the employee and/or his employer or self-employed person.

3. For the purposes of implementation of paragraph 4 of Article 6, paragraph 1 of Article 7, paragraph 2 of Article 8 and paragraphs 1 to 2 of Article 9 of the Agreement, the certificate under paragraph 1 shall be issued at the request of the employee and/or his employer.

4. For the purposes of implementation of paragraph 2 of Article 7 and paragraph 1 of Article 10 of the Agreement, in cases where the institution of the Contracting Party whose legislation remains applicable has no objections against the joint request of the employee and his employer, it shall seek in writing the consent of the institution of the other Contracting Party. The institution of the first Contracting Party shall issue the certificate referred to in paragraph 1 provided that the institution of the other Contracting Party gives in writing its consent.

5. For the purposes of implementation of paragraph 3 of Article 9 of the Agreement, the certificate under paragraph 1 shall be issued by the institution of the Contracting Party whose legislation has been chosen at the request of the insured person exercising the right to choose that legislation.

6. The certificate referred to in paragraph 1 shall be issued:

- (a) in Bulgaria : by the National Revenue Agency;
- (b) in Korea: by the National Pension Service.

7. The institutions indicated in paragraph 6 shall furnish each other with a copy of the certificate.

PART III

Provisions on Benefits

Article 4

Conversion of Periods of Insurance

Where necessary, the conversion for the purposes of totalization of periods of insurance within the meaning of paragraph 1 of Article 11 of the Agreement shall be carried out according to the following rules:

(a) 1 year acquired under the Bulgarian legislation shall be equivalent to 12 months under the Korean legislation, and every 30 days shall be equivalent to 1 month. If the conversion provided in the preceding sentence produces a remainder, that remainder shall be treated as 1 additional month of insurance. The total period of insurance completed within 1 calendar year shall not exceed 12 months.

(b) 12 months acquired under the Korean legislation shall be equivalent to 1 year under the Bulgarian legislation, and 1 month shall be equivalent to 30 days. The total period of insurance completed within 1 calendar year shall not exceed 12 months.

Article 5

Periods of insurance of a third Party

The periods of insurance completed under the legislation of a third Party referred to in paragraph 4 of Article 2 of the Agreement shall be taken into account when the benefits are calculated in accordance with Article 14 and 15 of the Agreement as if the periods of insurance according to the legislation of the other Contracting Party were taken into account under Article 14 and 15 of the Agreement.

Article 6

Processing a Claim

1. The competent institution of a Contracting Party which receives a claim for benefits payable under the legislation of the other Contracting Party shall note thereon the date of receipt of the claim and shall, without delay, send the claim form through the liaison agency, to the liaison agency of the other Contracting Party.

2. Along with the claim form, the liaison agency shall also transmit any documentation

available to it which may be necessary for the competent institution of the other Contracting Party to establish the claimant's entitlement to a benefit.

3. The personal data regarding an individual contained in the claim form shall be duly certified by the liaison agency. The transmission of the certified form regarding the personal data shall exempt the liaison agency from sending the original documents to the other Contracting Party.

4. Each competent institution shall subsequently determine the claimant's eligibility to a benefit and notify the other institution, through the liaison agency, of its decision in respect of the claim.

PART IV

Miscellaneous Provisions

Article 7

Medical Examination

1. Upon request, a liaison agency of a Contracting Party shall provide to a liaison agency of the other Contracting Party such medical information and documentation as are available concerning the claimant or beneficiary, subject to the rules for personal data protection, and where necessary to the claimants' signing of a waiver of medical confidentiality.

2. Where the competent institution of a Contracting Party requires that a claimant or beneficiary who stays or resides in the territory of the other Contracting Party shall undergo a further medical examination, such an examination shall be arranged by the liaison agency of the other Contracting Party in accordance with the rules of the institution making the arrangements, and at the expense of the institution which requests the examination.

3. The liaison agency of a Contracting Party shall reimburse amounts due as a result of applying the provisions of paragraph 2 of this Article, upon receipt of a detailed statement of the costs incurred.

The reimbursement shall be made within three months following the date of receipt of a detailed statement of the costs incurred.

Article 8

Administrative Assistance

Where the competent institution of a Contracting Party requires administrative assistance concerning the rights and obligations under the Agreement of a claimant or a beneficiary who is staying or residing in the territory of the other Contracting Party, such assistance shall be accomplished either through the liaison agencies or directly by the institution of the other Contracting Party, in whose territory the claimant or beneficiary is staying or residing. Such assistance shall be free of charge.

Article 9

Payment of Benefits

Benefits provided under the Agreement which are due to beneficiaries staying or residing in the territory of the other Contracting Party, shall be paid directly to such beneficiaries.

Article 10

Language of Communications

1. The liaison agencies of the Contracting Parties may use the English language for the

application of the Agreement.

2. The forms and other documents required for the application of the Agreement may be in English and/or in the official languages of the Contracting Parties.

3. The liaison agencies may, if necessary, assist each other in translating claims and other documents, written in their respective official languages, into English.

Article 11

Exchange of Statistics

The liaison agencies of the Contracting Parties shall exchange annual statistics for the calendar year on the payments granted to beneficiaries pursuant to the Agreement. These statistics will include the number of beneficiaries and total amount of the benefits, identified by the benefit type paid under the Agreement. These statistics will be furnished in a form to be consented upon by the liaison agencies.

PART V

Final Provision

Article 12

Entry into Force

This Administrative Arrangement shall enter into force on the date of entry into force of the Agreement and shall have the same period of validity.

Done in duplicate at Seoul on October 26, 2009, in Korean, Bulgarian and English languages, each text being equally authentic.

In the case of any divergence of interpretation, the English text shall prevail.

**FOR THE COMPETENT AUTHORITY
OF THE REPUBLIC OF KOREA**

**FOR THE COMPETENT AUTHORITY
OF THE REPUBLIC OF BULGARIA**

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