

**ADMINISTRATIVE UNDERSTANDING
BETWEEN THE DEPARTMENT OF HUMAN
RESOURCES AND SKILLS DEVELOPMENT, THE
CANADA REVENUE AGENCY AND THE MINISTRY
OF LABOUR AND SOCIAL POLICY**

**FOR THE IMPLEMENTATION OF
THE AGREEMENT ON SOCIAL SECURITY
BETWEEN
CANADA AND THE REPUBLIC OF SERBIA**

The Department of Human Resources and Skills Development, the Canada Revenue Agency, and the Ministry of Labour and Social Policy, hereinafter referred to as the “competent authorities”,

HAVE COME TO THE FOLLOWING UNDERSTANDING:

GENERAL PROVISIONS

1. Definitions

A term found in *the Agreement on Social Security between Canada and the Republic of Serbia* (the “Agreement”) that is not defined in this Administrative Understanding will have the meaning assigned to it in the Agreement.

2. Liaison Agencies and Competent Institutions

1. The Canadian liaison agencies responsible for the coordination of the Agreement are:
 - (1) in regard to all provisions except the application of Articles 6 to 10 of the Agreement and Paragraph 3 of this Administrative Understanding, the International Operations Division, Service Canada, Department of Human Resources and Skills Development; and
 - (2) in regard to the application of Articles 6 to 10 of the Agreement and Paragraph 3 of this Administrative Understanding, the Legislative Policy Directorate, Canada Revenue Agency
2. The Serbian liaison agency responsible for the coordination of the Agreement is the Institute for Social Insurance.
3. The Serbian competent institution responsible for the implementation of the Agreement is the Republic Fund for Pension and Disability Insurance.

PROVISIONS CONCERNING THE APPLICABLE LEGISLATION

3. Issuing a Certificate

In cases provided for in Articles 7 to 10 of the Agreement, the liaison agency or competent institution whose legislation applies will, on request of the employer or the self-employed person, issue a certificate, in the mutually accepted form, certifying that the work in question will be subject to that legislation for a specified period. The employed person, that person’s employer, the self-employed person, and the liaison agency or competent institution will be eligible to receive a copy of the certificate from the agency or institution which issues it.

PROVISIONS CONCERNING BENEFITS

4. Submitting a Claim

The liaison agency or competent institution to which a claim for a benefit is presented will request from the applicant the available documentation necessary for the other liaison agency or competent institution to process the claim, in particular, information concerning creditable periods.

5. Processing a Claim

1. When the liaison agency or competent institution receives a claim for a benefit under the legislation administered by the other liaison agency or competent institution, it will, without delay, send the claim to the other liaison agency or competent institution, indicating the date of the claim.
2. Along with the claim, the first liaison agency or competent institution will also transmit any documentation available to it which is necessary for the other liaison agency or competent institution to establish the claimant's eligibility for the benefit.
3. The information contained in the claim will be certified by the first liaison agency or competent institution which will confirm that the information is supported by documentation. The transmission of the information so certified will exempt that liaison agency or competent institution from sending the supporting documents.
4. In addition to the claim and documentation referred to in subparagraphs 1 and 2 of this paragraph, the first liaison agency or competent institution will send to the other liaison agency or competent institution a form which will certify, in particular, the creditable periods under the legislation which it administers.
5. The liaison agencies and competent institutions will inform each other of the decision to grant or deny the right to a benefit.

6. Medical Examinations and Documentation

1. The liaison agency or competent institution which has completed a medical examination or evaluation will, upon request of the other liaison agency or competent institution, provide certified copies of the medical documentation in its possession.
2. The liaison agency or competent institution which requests a medical examination pursuant to Article 19, paragraph 3 of the Agreement will reimburse the other liaison agency or competent institution by 28 February of each year for costs incurred in the previous year.
3. The liaison agency or competent institution may refuse requests for additional medical examinations if the other liaison agency or competent institution does not comply with the provisions of subparagraph 2 of this paragraph.

7. Communication

The liaison agencies and competent institutions will inform each other of all facts that may affect the right to a benefit, including the cessation of the right to a benefit, the suspension of the payment of a benefit, relocation to a third state, the cessation of a child's studies or the death of a beneficiary.

8. Exchange of Statistics

The liaison agencies and competent institutions will, prior to the end of April of each year, exchange statistics regarding the payment of benefits each has made in the jurisdiction of the other liaison agency or competent institution in the previous year. These statistics will include data on the number of beneficiaries and the total amount of benefits paid, by type of benefit.

MISCELLANEOUS PROVISIONS

9. Forms and Procedures

1. The liaison agencies and competent institutions will decide on the forms and procedures necessary to implement the Agreement.

2. The liaison agencies and competent institutions will use the mutually accepted form for the purposes of communicating with each other.

FINAL PROVISION

10. Entry into Effect

1. This Administrative Understanding will take effect on the date of entry into force of the Agreement and will remain in effect while the Agreement remains in force.
2. By mutual consent in writing, the competent authorities may modify this Administrative Understanding.

SIGNED in duplicate at Belgrade, on April 12, 2013, in the English, French and Serbian languages, each text being equally valid.

***FOR THE DEPARTMENT OF
HUMAN RESOURCES AND
SKILLS DEVELOPMENT,
AND
THE CANADA REVENUE AGENCY***

*Roman Wascuk
Ambassador of Canada
in Republic of Serbia*

***FOR THE MINISTRY
OF LABOUR AND
SOCIAL POLICY***

*dr. Jovan Krkobabić
Vice - premier of Government and Minister of
Labour, Employment and Social policy*