

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

The competent authority of the Republic of Korea and the competent authority of the Republic of Poland,

In conformity with paragraph 1 of Article 17 of the Agreement on Social Security between the Republic of Korea and the Republic of Poland, signed at Warsaw on 25 February, 2009 (hereinafter referred to as the "Agreement"),

Have agreed as follows:

**Article 1  
Definitions**

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

**Article 2  
Liaison Agencies**

1. The liaison agencies referred to in paragraph 2 of Article 17 of the Agreement will be:

(a) for the Republic of Korea, the National Pension Service

(b) for the Republic of Poland:

(i) Social Insurance Institution headquarters in Warsaw

- for the application of regulations on social insurance, excluding farmers' social insurance,

(ii) Agricultural Social Insurance Fund headquarters in Warsaw

- for the application of regulations on farmers' social insurance.

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

3. The competent authority of each Contracting Party may designate other liaison agencies than stipulated in paragraph 1. In such case, it shall notify without delay the competent authority of the other Contracting Party.

### **Article 3**

#### **Competent Agencies**

The competent agencies for the application of the Agreement shall be:

(a) for the Republic of Korea, the National Pension Service;

(b) for the Republic of Poland:

(i) the Social Insurance Institution

- for the application of regulations on social insurance, excluding farmers' social insurance,

(ii) the Agricultural Social Insurance Fund

- for the application of regulations on farmers' social insurance.

### **Article 4**

#### **Certificate of Coverage**

1. Where the legislation of one Contracting Party is applicable in accordance with any of the provisions of Part II of the Agreement, the competent agency of that Contracting Party, designated in paragraph 2, will issue, upon request of the employer or self-employed person, a certificate stating that the employee or self-employed person is subject to the legislation and indicating the duration for which the certificate will be valid. This certificate will be proof that the employee or self-employed person is exempt from the legislation on compulsory coverage of the other Contracting Party.

2. The certificate referred to in paragraph 1 will be issued:

(a) in the Republic of Korea, by the National Pension Service

(b) in the Republic of Poland, by:

(i) Social Insurance Institution

- for the application of regulations on social insurance, excluding farmers' social insurance,

(ii) Agricultural Social Insurance Fund

- for the application of regulations on farmers' social insurance.

3. The competent agency of a Contracting Party which issues the certificate referred to in paragraph 1 will furnish a copy of this certificate to the employee or self-employed person in question as well as to the employer of the employee, and to the liaison agency or competent agency of the other Contracting Party.

4. The application for consent referred to in paragraph 2 of Article 7 of the Agreement should be submitted to the liaison agency before the end of a current

period of detachment. In case the application for prolonging the period of detachment is received after the date of the loss of validity of the certificate, the liaison agency of the Contracting Party which received the application inspects the reasons for delay and in case it determines that the delay is justified, it sends the application to the liaison agency of the other Contracting Party in order to receive the consent.

5. The following are designated for the application of Article 10 of the Agreement:

(a) in the Republic of Korea, the National Pension Service;

(b) in the Republic of Poland, Social Insurance Institution headquarters in Warsaw.

6. For the application of paragraph 1 of Article 11 of the Agreement, if an employee has been sent from the Republic of Korea to the Republic of Poland in accordance with Article 7 of the Agreement, the competent agency of the Republic of Korea shall only issue a certificate under paragraph 1 if the employer has certified that the employee and his/her dependants are covered by health/medical insurance and/or industrial accident compensation insurance.

#### **Article 5**

##### **Processing an Application**

1. The competent agency of a Contracting Party which receives an application for benefits payable under the legislation of the other Contracting Party will, by means of a liaison form, send the application form to the competent agency of the other Contracting Party in accordance with Article 22 of the Agreement together with all

available documentary evidence and information that the competent agency of the latter Contracting Party may require to establish the applicant's eligibility.

2. The competent agencies of both Contracting Parties will, without delay, exchange all the evidence and available information as needed, to finalize the application by means of a liaison form.

3. The competent agency of the Contracting Party with which an application for benefits has been filed, will verify the information pertaining to the applicant and his/her family members. The type of information to be verified will be agreed upon by the liaison agencies of the two Contracting Parties.

#### **Article 6**

##### **Administrative Assistance**

1. Where administrative assistance is requested under paragraph 1 of Article 18 of the Agreement, expenses other than regular personnel and operating costs of the competent agency providing the assistance will be reimbursed, except as may be agreed upon by the liaison agencies of the Contracting Parties.

2. Upon request, the competent agency of either Contracting Party will furnish free of charge, to the competent agency of the other Contracting Party any medical information and documentation in its possession relevant to the disability of the applicant or beneficiary.

3. If the competent agency of a Contracting Party requires that a claimant or a beneficiary who resides in the territory of the other Contracting Party undergo a medical examination, the competent agency of the latter Contracting Party, at

the request of the competent agency of the first Contracting Party, will make arrangements for carrying out this examination, at the expense of the competent agency which requests the medical examination.

4. The competent agency of a Contracting Party will, without delay, reimburse the amounts owed under paragraph 1 or 3, upon presentation of a detailed statement of expenses by the competent agency of the other Contracting Party.

#### **Article 7**

##### **Exchange of Statistics**

The liaison agencies of the Contracting Parties will exchange annual statistics, as of 31 December, on the number of certificates issued under Article 4 and on the payments granted to beneficiaries pursuant to the Agreement. These statistics will include the number of beneficiaries and the total amount of benefits, identified by the benefit type paid under the Agreement. These statistics will be furnished in a form to be agreed upon by the liaison agencies.

#### **Article 8**

##### **Entry into Force**

This Administrative Arrangement will take effect on the date of entry into force of the Agreement and will have the same period of duration.

Signed in duplicate at Warsaw on 25 February, 2009 in the Korean, Polish and English languages, each text being equally valid.

In the case of divergent interpretations of the Korean and the Polish texts, the English text shall prevail.

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

**FOR THE COMPETENT  
AUTHORITY OF THE REPUBLIC  
OF POLAND**