

## Instructions for completing the natural person registration sheet

**Key:** DPO - voluntarily insured person, SZČO - self-employed person, PP - regular income, NP - irregular income, UP - accident insurance, GP - guarantee insurance, DP - old-age insurance.

Section	Field text	Field notes
Header	Registration, suspension, change, deregistration, registration cancellation	Check one of the boxes according to whether you want a new registration in the register, deregistration of a register entry, a change in a register entry, the suspension of mandatory insurance or the cancellation of registration. When registering a natural person (FO) in the register, complete all the relevant sections based on the natural person's classification as an employee, self-employed person (SZČO), voluntarily insured person (DPO) or a state-insured person. For deregistration of an employee, the start date of insurance must be entered in section 9. For deregistration of a person working under an agreement, the start date of the legal relationship must be entered in section 9. A change in the method of remuneration of an employee from regular income to irregular and vice versa causes the termination and reestablishment of mandatory insurance of the employee, i.e. the employee is removed from the register and then registered again. If a change is reported, the new information replaces the old information in the register. Cancellation of registration is used if mandatory insurance of an employee does not arise because a legal relationship was not established and, from 01/01/2013, in cases where an insurance relationship within the meaning of Sec. 20 of Act No. 461/2003 on social insurance ("Act"), as amended, did not arise.
	Employee-type SZČO, DPO, state-insured person - type	Check the box corresponding to the type of natural person insured.
	Employee type	<p>Choose one of the options from the code list:</p> <ul style="list-style-type: none"> <li>1 – Employee, regular income</li> <li>2 – Employee, irregular income</li> <li>3 – DoVP (work performance agreement) – regular income</li> <li>33 – DoVP without old-age insurance – regular income</li> <li>4 – DoVP - irregular income</li> <li>44 – DoBPŠ without old-age insurance – irregular income</li> <li>5 – DoPČ (agreement on work activity) – regular income</li> <li>55 – DoP without old-age insurance – regular income</li> <li>6 – DoPČ – irregular income</li> <li>66 – DoPČ without old-age insurance – regular income</li> <li>7 – DoBPŠ (agreement on a student's temporary job) – regular income</li> <li>8 – DoBPŠ – irregular income</li> <li>9 – DoBPŠ without old-age insurance – regular income</li> <li>10 – DoBPŠ without old-age insurance – irregular income</li> <li>11 – DoBPŠ only for old-age insurance – regular income</li> <li>12 – DoBPŠ only for old-age insurance – irregular income</li> <li>13 – Agreement to 31/12/2012</li> <li>14 – Employee covered by Section 4(1)(d)(1a) of the Act, in the wording effective from 15/12/2015</li> <li>15 – Employee covered by Section 4(2)(c) of the Act, in the wording effective from 01/11/2013 – registration for mandatory old-age insurance when old-age insurance is established in accordance with Section 20(5) of the Act, in the wording effective from 01/11/2013</li> <li>16 – Employee subject to mandatory sickness insurance, old-age insurance and unemployment insurance under Sec. 20(4) of the Act, in the wording effective from 01/11/2013 – registration for mandatory insurance</li> <li>17 – Employee covered by Section 4(2)(c) of the Act, in the wording effective from 01/11/2013</li> <li>18 – Employee covered by Section 4(1)(d)(1b) of the Act, in the wording effective from 15/12/2015</li> <li>19 – DoVP only for old-age insurance – regular income</li> <li>20 – DoVP only for old-age insurance – irregular income</li> <li>21 – DoPČ only for old-age insurance – regular income</li> <li>22 – DoPČ only for old-age insurance – irregular income</li> </ul> <p>Employee types 11, 12, 19, 20, 21 and 22 are used if you add, remove or cancel old-age insurance for a person already registered for an agreement on a student's temporary job (DoBPŠ), work performance agreement (DoVP) or agreement on work activity (DoPČ) (person insured for accident insurance and guarantee insurance).</p> <p>A natural person who, with effect from 01/01/2020, has concluded an agreement on the performance of the activity of a sports expert registers from 1/1/2020 as a worker under an agreement (DoPČ or DoBPŠ).</p>
	State-insured person ... type	Enter one of the following numbers: 3 - natural person caring for a child under 6 years of age, 5 - natural person caring for a child from 6 to 18 years of age with an adverse health condition, 6 - natural person receiving a cash care allowance, 7 - personal assistant, 8 - soldier taking part in voluntary military training, 9 - natural person granted a compensatory allowance.

	State-insured person ... type ... voluntary deregistration	Check the box under "voluntary deregistration" for a state-insured person who voluntarily ending registration for old-age insurance
Section 1	RČ	Enter the birth ID no. (RČ) of the natural person registering for insurance. For persons born before 01/01/1954, enter only the 9-digit birth ID number. In the case of foreign nationals to whom no birth ID number has been assigned, enter the temporary birth ID number assigned to them by the branch of the Social Insurance Agency for social insurance purposes.
Section 2	IČO	Completed only by a self-employed person (SZČO) Enter the Company Identification Number (IČO) assigned by the Statistical Office of the Slovak Republic.
	DIČ	Completed only by a self-employed person (SZČO). Enter the tax identification number (DIČ) assigned by the tax office.
	Variable symbol	Enter the 10-digit variable symbol code assigned by the branch of the Social Insurance Agency (self-employed or voluntarily insured).
Section 3	Nationality	Enter the name of the country where you have citizenship.
	Country	For the Slovak Republic, enter the code SK. Enter codes for other countries in accordance with the statistical country code list issued by the Statistical Office of the Slovak Republic (Decree No. 112/2012)
	Sex	Enter one of the following numbers: 1-man, 2-woman
	Status	Enter one of the following numbers: 1 - single, 2 - married, 3 - divorced, 4 - widowed, 5 - domestic partner.
Section 4	Employee who is a statutory body ...	Enter 1 if the form concerns an employee of this type, otherwise enter 0
	Employee of an employer under Section 7(2)	Enter 1 if the form concerns an employee of this type, otherwise enter 0
	Member of a municipal police force as an employee	Enter 1 if the form concerns an employee of this type, otherwise enter 0
Section 5	FO's correspondence address	Enter a correspondence address if not identical with the address of permanent residence
Section 6	IBAN	Enter the account number in international format
Section 7	Employer's name	Enter the employer's name. In the case of a legal person, enter the business name as specified in the Companies Register. In the case of a natural person, enter the name shown in their business licence, if they have such a licence.
	Variable symbol	Enter the variable symbol assigned to the employer on registration by the branch of the Social Insurance Agency.
	IČO/DIČ	Enter the employer's Company Identification Number (IČO) and Tax identification number (DIČ) If either of these numbers is not assigned, enter the number you have been assigned.
Section 9	Date of registration cancellation	The cancellation date must be the same as the date of registration for insurance.
	Reason for suspension	Enter one of the following numbers: 1 – employee - use of leave without compensation or service leave without entitlement to pay or service income, 2 – employee - long-term leave from employment, civil-service employment or service to perform a public function or a trade union function in accordance with special regulations, 3 – employee - unjustified absence from work, 4 – employee/self-employed - suspension from the 11th day of necessary personal and full-time care of a natural person within the meaning of Section 39(1)(a) of the Act or suspension from the 11th day of personal full-time care of a child within the meaning of Section 39(1)(a) of the Act as amended by Act No 555/2007, 5 – employee/self-employed - remand, custodial sentence or detention, 6 – employee - taking parental leave 7 – Self-employed - claiming a parental allowance, 8 – employee/self-employed - duration of temporary incapacity for work from the day following the expiration of 52 weeks, 9 – employee - unjustified absence from work due to participation in a strike, 10 – Self-employed - suspension of operation of a trade, suspended performance of activity or suspended activity, 11 – Self-employed - period of voluntary military training

	Regular employment	Enter one of the numbers only in case of deregistration of an employee in employment: 1 - employment for an indefinite period, 2 - fixed-term employment
	Child's birth ID no.	Complete when registering/deregistering a natural person who is caring for a child under 6 years of age, or a natural person who is caring for a child aged 6 to 18 years with an adverse health condition
	Child's forename	Complete when registering/deregistering a natural person who is caring for a child under 6 years of age, or a natural person who is caring for a child aged 6 to 18 years with an adverse health condition
	Child's surname	Complete when registering/deregistering a natural person who is caring for a child under 6 years of age, or a natural person who is caring for a child aged 6 to 18 years with an adverse health condition
	MD or RD start or end date	Enter the dates when an employee starts or ends maternity leave (MD) or parental leave (RD)
	Performance of work in the state	For the Slovak Republic, enter the code SK. Enter codes for other countries in accordance with the statistical country code list issued by the Statistical Office of the Slovak Republic (Decree No. 112/2012) This item is obligatory only when performing such an obligation for a period before 29/02/2012.
	Start date of legal relationship	Enter in the event of registration, deregistration or cancellation of insurance for the legal relationship of a person working under an agreement and when registering or cancelling registration for employee types 15 and 16
	Regular employment, civil service employment	When registering an employee under types 14 or 18, check the box for the employment type When registering an employee of type 1, check the box for the employment type if one of them is applicable.
Section 10	Voluntarily insured – period and assessment base	Enter the start date of the insurance type for which you wish to register (NP – sickness insurance, DP – old-age insurance, PvN – unemployment insurance. Also enter the assessment base for voluntary insurance. In the case of deregistration, enter the expiration date. If the relevant conditions are satisfied, it is possible to take out insurance in the following packages: Package 1 – sickness, old-age and unemployment insurance (NP, DP and PvN) Package 2 – only old-age insurance (DP) Package 3 – only unemployment insurance (PvN) (only for a self-employed person) Package 4 – unemployment and old-age insurance (PvN and DP) (only for a self-employed person) Package 5 – sickness and old-age insurance (NP and DP).
Section 11	Date of change	Enter the date from which the change is effective if you are using the form to report a change.