

**REGULATION
on the assignment of the personal social insurance code and updating
personal data in the State Register of Individual Records**

I. General Provisions

1. This Regulation is elaborated in accordance with the provisions of Law no. 489/1999 on the public social insurance system and Government Decision no. 399/2021 for the approval of the Regulation on the administration of the State Register of individual records in the public social insurance system and establishes the record method of insured persons in the public social insurance system on the basis of personal social insurance codes (hereinafter referred to as CPAS code).

2. The Regulation is elaborated for the purpose of regulating the process of assigning CPAS codes in the State Register of Individual Records for insured persons and beneficiaries of social insurance benefits, as well as updating their existing personal data in the database of the National Office of Social Insurance (hereinafter NOSI).

3. For the purposes of this Regulation, the following definitions shall be applied:

State register of individual records in the public social insurance system – a unique automated system of nominal records of natural and legal persons, legal entities paying social insurance contributions, including individuals who are insured under the contract concluded with the National Office, and beneficiaries of the social insurance benefits;

Personal social insurance account (hereinafter - personal account) - structured information about an insured person, reflecting social insurance contributions calculated and paid, the income on which they have been calculated, the social insurance benefits that the insured person has benefited from, as well as other information related to the insured person's activity;

Personal social insurance code (hereinafter - CPAS code) - a conventional registration sign that is assigned to each insured person;

Insured person (insured) - a natural person able to work, with domicile or residence in the Republic of Moldova, for whom the payers of contributions to the state social insurance budget pay social insurance contributions

in order to benefit from the right of prevention, limitation or elimination of social risks provided by law;

Updating personal data - adjustment of personal data of insured persons/ beneficiaries of social insurance benefits held in the State Register of individual record with the data held by the State Population Register.

4. The CPAS code is the basic index used to identify the person in the NOSI's database. It is assigned to each person at the time of initial data entry and remains unchanged throughout their entire period of existence.

II. Assignment of CPAS codes at NOSI central unit level

5. The assignment of the CPAS codes at the NOSI central office (hereinafter CA NOSI) is carried out by the specialists of the General Directorate of individual record of contributions (hereinafter referred to as DGEIC) by entering data in the 'Social Protection' IS

II. 1. Assignment of CPAS codes to employed persons

6. The CPAS code is assigned to the insured person if he/she is not declared by the payer of contributions to BASS (payer of contributions) in the report on income tax withholding, of compulsory health care insurance primes and compulsory calculated state social insurance contributions (Form IPC 21) or in the information on the establishment of social and medical benefits related to employment reports (Form IRM 19).

7. Declaration of information on the nominal register of insured persons in the social insurance system, by the payers of contributions for newly employed persons, who do not have a CPAS code, shall be made on the basis of the personal identification number (IDNP code).

8. When NOSI receives the information from the State Tax Service (hereinafter referred to as the STS), an automated identification process is made of the entries in which missing CPAS codes are subsequently included in the list of insured persons with incomplete / missing data.

9. The list of insured persons with incomplete/erroneous data is printed by the specialists of the General Directorate of administration of informational systems and infrastructure support within the CA NOSI, and forwarded on a monthly basis to the specialists of the DGEIC for the assignment of CPAS codes.

10. DGEIC specialists analyze the list of insured persons with incomplete/erroneous data and assign CPAS codes based on the data from the State Register using the Government Data Portal data.gov.md.

11. The assigned CPAS codes are extracted electronically by the payers of contributions through the official NOSI website and are used, in an electronic mandatory while reporting for subsequent periods.

12. For persons whose data cannot be identified from the information submitted by the payer of contributions, the CPAS code shall not be assigned. The information submitted in the IPC 21/IRM 19 remains unidentified until further confirmation is provided.

13. If the IDNP code and the data on the full name of the insured person received from the SFS, when validated with the State Population Register are not compatible (differ), the CPAS code shall be assigned.

II. 2. Assigning CPAS codes to beneficiaries of social benefits

14. In the case of persons who reside abroad and apply for the establishment of the pension for contribution periods completed in the Republic of Moldova, on the basis of the provisions of bilateral international agreements in the field of social security to which the Republic of Moldova is part of and who does not have a CPAS code in the NOSI information system, the code is assigned by the DGEIC specialists on the basis of the request of the in charge specialist within the General Directorate of International Relations.

15. Applicants for social benefits, on the basis of the bilateral international agreement in the field of social security to which the Republic of Moldova is a part of, who does not hold a Moldovan identification number or CPAS code, shall be assigned a CPAS code on the basis of the foreign identity card or Communication Form, which is part of the component of the international bilateral agreement, attached to the application.

16. The DGEIC specialist shall enter the personal data of the beneficiary in the NOSI's information system and ensure the electronic assignment of the CPAS code. When filling the "Inquiry of the insured person" module of the "Social Protection" IS, in the field for the home address, the legal address of the CA NOSI (Gheorghe Tudor 3 street, mun. Chisinau), and the type of document, in both cases, the code "52 Foreign passport" should be indicated.

17. The requests received from the General Directorate of International Relations shall be sewed, by the DGEIC specialist in folders. The documents are kept for 3 years.

18. For persons applying electronically for indemnities addressed for families with children (through the single government portal of public services and/or NOSI's website), but do not have a CPAS code, the code is assigned by the DGEIC specialist on the basis of the list submitted by the specialist of the General Directorate for indemnities and other social indemnities (hereafter DGIPS) extracted from the 'e-Cerere' information system.

19. The DGIPS specialist submits the list of applicants for indemnities addressed for families with children, who do not have a CPAS code, in paper format according to the format extract from the 'e-Cerere' information system.

20. The DGEIC specialist, according to the list received from DGIPS, shall identify the persons in the State Population Register on the basis of the IDNP code and shall ensure the assignment of CPAS codes, within 10 working days from the date of receipt of the list.

21. The processed lists are kept at the DGEIC office for one year.

III. Assignment/updating of CPAS codes by TOSI specialists

22. Assignment of the CPAS code to the persons who meet the conditions for social benefits and who do not have this code at the moment shall be assigned at the stage of submitting the request of demanding the social right (TOSI) on the basis of the identity card.

23. The TOSI/Front specialist shall enter in the 'Social Protection' informational system the personal data of the person on the basis of his/ her identity card and ensures the attribution of the CPAS code .

24. The TOSI specialist, in the process of examining the applications concerning the confirmation of the contribution period completed on the territory of the Republic of Moldova by persons residing abroad, on the basis of the provisions of the international bilateral agreements on social security to which the Republic of Moldova is part of, assigns to the requesting person the CPAS code on the basis of the foreign identity card, if he/she does not have a CPAS code or a Moldovan identification number

25. Updating, when necessary, the personal data of persons holding CPAS code and who meet the conditions for social benefits, is carried out on the basis of the identity card.

26. Assignment of CPAS codes to persons who do not have a CPAS code but are to receive social assistance and/or assistance for the cold period of the year, is realized upon presentation of information on each person by the Territorial Office of Social Assistance, accompanied by a copy of his/her the identity card.

27. Assignment of CPAS codes/updating of personal data of persons who request the conclusion of a social insurance contract, as well as persons who demand the scanning of work cards, in accordance with the provisions of the Decision No 426/2018, is performed by the TOSI/Front Office specialist in accordance with the details of the identity card.

28. The assignment of the CPAS code to persons who do not have an IDNP code is carried out by TOSI/Front Office specialists on the basis of the available identity document issued by the competent institution on the territory of the Republic of Moldova.

V. Updating personal identification data within CA NOSI

29. The updating process of personal data held in the State Register of Individual Evidence through the informational program "Corectare" is carried out by DGEIC specialists.

30. The updating data process through the 'Corectare' program consists in the daily entry of edits and changes to the corrections made to the personal data of individuals, based on the information received offline from the State Population Register.

31. If the person does not have a CPAS code, the data shall not be extracted from the State Population Register.

32. CPAS codes with updated data held in the State Register of Individual Records are available to the contribution payers and insured persons in electronic format on the official website of NOSI.

VI. Final provisions

33. The provisions of this Regulation shall be executed by the specialists of CA, NOSI, TOSI, payers of contributions and insured persons.