

**ADMINISTRATIVE ARRANGEMENT FOR THE APPLICATION OF THE
AGREEMENT ON SOCIAL SECURITY BETWEEN THE GOVERNMENT
OF THE REPUBLIC OF KOREA
AND THE GOVERNMENT OF AUSTRALIA**

The Competent Authorities of the Republic of Korea and Australia, in conformity with paragraph 1 of Article 18 of the Agreement on Social Security between the Government of the Republic of Korea and the Government of Australia, signed at Canberra on 6 December 2006 (hereinafter referred to as the “Agreement”) have reached the following understandings:

Section 1

Definitions

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

Section 2

Liaison Agencies

1. The liaison agencies referred to in paragraph 2 of Article 18 of the Agreement will be:
 - (a) For the Republic of Korea, the National Pension Service;
 - (b) For Australia,
 - (i) Centrelink International Services in Hobart, and
 - (ii) for certificate of coverage matters, the Australian Taxation Office.
2. The liaison agencies designated in paragraph 1 of this Section will mutually determine the joint procedures and forms necessary for the application of the Agreement and this Administrative Arrangement.
3. Information may be sent between liaison agencies by electronic means as mutually determined between agencies.

Section 3

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 agency of that Contracting Party designated in paragraph 2 of this Section 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 of this Section will be issued:
 - (a) In the Republic of Korea, by the National Pension Service;
 - (b) In Australia, by the Commissioner of Taxation or an authorised representative of the Commissioner.

3. The agency of a Contracting Party which issues the certificate referred to in paragraph 1 of this Section will furnish a copy of this certificate to the employee in question. A further copy of this certificate and report on the number of certificates issued will be sent to the liaison agency of the other Contracting Party on a quarterly basis. The report will be furnished in a form to be mutually determined by the liaison agencies.

Section 4

Processing a Claim

1. The agency of a Contracting Party which receives a claim for benefits payable under the legislation of the other Contracting Party will:
 - (a) stamp the claim with the date of receipt; and
 - (b)
 - (i) verify the claimant's identity,
 - (ii) validate the personal and family members' details contained in the claim on the basis of supporting documentation supplied;
 - (iii) check for completeness and, if incomplete, arrange for outstanding details to be obtained; and
 - (iv) when necessary, make certified copies of original documentation supporting the claim and return the originals to the claimant;

- (c) complete a liaison form in respect of the claim indicating, in particular, appropriate periods of residence in Australia or Korean periods of coverage and details of pensions already being paid to the claimant and, if applicable, their partner;
 - (d) send the claim form, original or certified copies of documents necessary to establish the claim and the liaison form to the liaison agency of the other Contracting Party.
2. The liaison agencies of both Contracting Parties will, without delay, exchange all evidence and available information needed to finalise the claim by means of a liaison form.
 3. The agency of a Contracting Party will accept on behalf of the agency of the other Contracting Party a claim for a benefit made by a person under an Agreement on social security between the latter Party and a third State, providing the first Contracting Party also has an Agreement with that third State and will process that claim in accordance with the provisions of this Section, to the extent possible and within the duty of the agency, as if the claim was for a benefit under the Agreement.
 4. The agency which makes a determination of a pension by virtue of the Agreement will inform the agency of the other Contracting Party of that determination on a liaison form.

Section 5

Administrative Assistance

1. Where administrative assistance is requested under paragraph 1 of Article 19 of the Agreement, regular personnel and operating costs of the agency providing the assistance will be provided free of charge. Reimbursement may be sought for other costs, except as may be mutually determined by the competent authorities or agencies of the Contracting Parties.
2. Upon request, the agency of either Contracting Party will furnish without cost to the agency of the other Contracting Party any medical information and documentation in its possession relevant to the disability of the claimant or beneficiary.
3. The agency of a Contracting Party will, without delay, reimburse amounts owed under paragraph 1 of this Section upon presentation of a detailed statement of expenses by the agency of the other Contracting Party.

4. As provided in Article 23 of the Agreement, the agency of a Contracting Party which receives appeals and related documents under the legislation of the other Contracting Party will stamp the document with the date of receipt, record the receipt of the documents in its own agency and send the documents as soon as possible after the date of receipt to the agency of the other Contracting Party.
5. The agency of a Contracting Party will supply to the agency of the other Contracting Party, in electronic format, information on increased benefits to their beneficiaries on an annual basis.
6. The agency of each Contracting Party will supply to the agency of the other Contracting Party, in electronic format on a monthly basis, a list of events affecting relevant beneficiaries, including death, change of address and change of marital status.

Section 6

Exchange of Statistics

The liaison agencies of the Contracting Parties will exchange annual statistics as of 31 December on the number of 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 mutually determined by the liaison agencies.

Section 7

Commencement

This Administrative Arrangement will commence from the date of entry into force of the Agreement and will have the same period of duration.

Signed in duplicate aton2007 in the Korean and English languages, each text being equally authoritative.

**For the Competent Authority
of the Republic of Korea**

**BYUN, JAE JIN
MINISTER OF
HEALTH AND WELFARE**

**For the Competent Authority
of Australia**

**JASON PETER ROWE
AMBASSADOR OF AUSTRALIA
IN KOREA**