

Canada / Estonia Agreement

Applying for Estonian Benefits

Here is some important information you need to consider when completing your application.

Please ensure you sign the application. If you are signing with a mark, (for example: "X") the signature of a witness is required.

Your application must be supported by documentation. Please submit the documents requested. Failure to complete the application and provide the requested documentation may result in delays in processing your application.

Where original documents are specifically requested, originals must be submitted with your application. You should keep a certified true copy of any originals you send us for your records. Some countries require original documentation which will not be returned to you.

You may submit the original or a photocopy that is certified as true for any of the documents where originals are not required. It is better to send certified copies of documents rather than originals. If you choose to send original documents, send them by registered mail. We will return the original documents to you. We can only accept a photocopy of an original document if it is legible and if it is a certified true copy of the original. Our staff at any Service Canada centre will photocopy your documents and certify them free of charge. If you cannot visit a Service Canada Centre, you can ask one of the following people to certify your photocopy:

Accountant; Chief of First Nations Band; Employee of a Service Canada Centre acting in an official capacity; Funeral Director; Justice of the Peace; Lawyer, Magistrate, Notary; Manager of Financial Institution; Medical and Health Practitioners: Chiropractor, Dentist, Doctor, Pharmacist, Psychologist, Nurse Practitioner, Registered Nurse; Member of Parliament or their staff; Member of Provincial Legislature or their staff; Minister of Religion; Municipal Clerk; Official of a federal government department or provincial government department, or one of its agencies; Official of an Embassy, Consulate or High Commission; Officials of a country with which Canada has a reciprocal social security agreement; Police Officer; Postmaster; Professional Engineer; Social Worker; Teacher.

People who certify photocopies must compare the original document to the photocopy, state their official position or title, sign and print their name, give their telephone number and indicate the date they certified the document.

They must also write the following statement on the photocopy: **This photocopy is a true copy of the original document which has not been altered in any way.**

If a document has information on both sides, both sides must be copied and certified. You cannot certify photocopies of your own documents, and you cannot ask a relative to do it for you.

Return your completed application, forms and supporting documents to:

International Operations
Service Canada
P.O. Box 2710 Station Main
Edmonton, AB T5J 2G4
CANADA

Disclaimer:

This application form has been developed by external sources in cooperation with Employment and Social Development Canada. The content and language contained in the form respond to the legislative needs of those external sources.

**INVESTIGATION OF A CLAIM FOR AN INCAPACITY FOR WORK PENSION
TÖÖVÕIMETUSPENSIONI TAOTLUSE LÄBIVAATAMINE**

AGREEMENT ON SOCIAL SECURITY BETWEEN CANADA AND THE REPUBLIC OF ESTONIA
EESTI VABARIIGI JA KANADA VAHELINE SOTSIAALKINDLUSTUSLEPING

1.	Institution to which the form is addressed (institution concerned or investigating institution, as applicable) Asutus, kellele vorm on adresseeritud (asjaomane asutus või kontaktasutus)	
1.1	Name	Sotsiaalkindlustusamet
1.2	Address	Lembitu 12 Tallinn 15092 ESTONIA

2.	Information concerning the insured person Kindlustatud isikut puudutav informatsioon	
2.1	Surname Perekonnanimi	
2.2	Surname at birth Sünnijärgne perekonnanimi	
2.3	Forenames Eesnimed	
2.4	Previous names Varasemad nimed	
2.5	Sex Sugu	
2.6	Estonian personal ID code Eesti isikukood	
2.7	Canadian Social Insurance Number Kanada sotsiaalkindlustuse number	

3.	Nationality Kodakondsus	
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4.	Details of birth Sünniandmed	
4.1	Date of birth Sünnikuupäev	
4.2	Place of birth Sünnikoht	
4.3	Country Riik	

5.	Address Aadress	
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Taotleja on olnud kindlustatud järgmistes riikides:

Country Riik	Insurance periods Kindlustusperioodid
	From: To:
1)	
2)	
3)	
4)	

7. Date of application

Taotluse kuupäev

day/month/year

päev/kuu/aasta/...../.....

8 . Payment to bank account

Maksmine panga kaudu

8.1	Name of bank Panga nimi
8.2	Address of bank Panga aadress
8.3	Bank identification code (BIC) Panga kood (BIC)
8.4	Bank Account Number Kontonumber
8.5	International Bank Account number (IBAN) Rahvusvaheline kontonumber (IBAN)
8.6	Pension will be paid on Pension makstakse välja ☐ a monthly basis kord kuus ☐ a quarterly basis kord kvartalis ☐ a semi-annual basis kord poolaastas ☐ an annual basis kord aastas
8.7	Legal representative (guardian) Ametlik esindaja (eestkostja) Surname Perekonnanimi Forename Eesnimi Estonian personal ID code Eesti isikukood Address Aadress <i>(enclose a copy of the certification)</i> <i>(lisada tõendi koopia)</i>

9. Invalidity

Töövõimetus

9.1 Invalidity Töövõimetus to have been the result of an accident at work or an occupational disease põhjustatud tööõnnetuse või kutsehaiguse tõttu (enclose a copy of the certification) (lisada tõendi koopia)	☐ is assumed on arvatavalt	☐ is not assumed ei ole arvatavalt
9.2 Invalidity Töövõimetus to have been the result of a road accident (compulsory motor insurance) saabunud liiklusõnnetuse tagajärjel (kohustuslik liikluskindlustus) (enclose a copy of the certification) (lisada tõendi koopia)	☐ is assumed on arvatavalt	☐ is not assumed ei ole arvatavalt

10. Employment information

Informatsioon töötamise kohta

10.1	The insured person is still pursuing gainful employment as Kindlustatud isik jätkab töötamist ☐ an employed or töötajana Indicate type of work performed Millisel kutsealal jätkab töötamist..... ☐ a civil servant riigiametnikuna Indicate type of scheme for civil servants Millise riigiametnike eriskeemi alla kuulub.....
10.2	The insured person has ceased gainful employment as Kindlustatud isik on lõpetanud töötamise ☐ an employed or töötajana Indicate type of work performed Millisel kutsealal lõpetas töötamise..... ☐ a civil servant riigiametnikuna Indicate type of scheme for civil servants Millise riigiametnike eriskeemi alla kuulub.....
10.3	The insured person intends to retire from gainful employment as Kindlustatud isik kavatseb lõpetanud töötamise seoses pensioni taotlemisega ☐ an employed or töötajana Indicate type of work performed Millisel kutsealal töötas ☐ a civil servant riigiametnikuna Indicate type of scheme for civil servants Millise riigiametnike eriskeemi alla kuulub.....

11. Information concerning the children**Informatsioon laste kohta**

Surname, forename, place and date of birth

Perekonnanimi, eesnimi, sünnikoht ja -aeg

1	
2	
3	
4	
5	

*(enclose a copy of the birth certificates for children born in the Republic of Estonia)**(lisage koopia sünnitunnistusest laste kohta, kes on sündinud Eesti Vabariigis)*The applicant declares that **before January 1, 1999**Taotleja teatab, et **enne 1. jaanuari 1999**

☐ he/she had cared for a Category I disabled person, for a disabled child or for a person under 18 years of age who was disabled since childhood et ta on hoolitsenud I grupi invaliidi, lapsinvaliidi, või valla 18 aastase lapseest invaliidi eest
☐ he/she had cared for a child under 3 years of age et ta on kasvatanud alla 3 aastast last kuni lapse 3 aastaseks saamiseni
☐ he/she had raised a child (children) for at least eight years et ta on kasvatanud last (lapsi) vähemalt kaheksa aastat

*(enclose a copy of the certification)**(lisada tõendi koopia)***12. Additional information****Täiendav informatsioon**

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Hereby, I confirm, that the information I have given in this form is true. I authorize the Canadian competent institution to furnish to the Estonian Social Insurance Board all the information and documents which relate or could relate to this application for benefits.

Järgnevaga kinnitan, et sellel vormil esitatud informatsioon on tõene. Järgnevaga kinnitan, et sellel vormil esitatud informatsioon on tõene. Mina volitan Kanada pädevat asutust varustama Eesti Sotsiaalkindlustusametit kogu vajaliku informatsiooni ja dokumentidega, mis on seotud või võivad olla seotud käesoleva avaldusega pensioni saamiseks.

Signature
Allkiri.....

Date
Kuupäev.....

13.	Institution forwarding the form Vormi edastav asutus		
13.1	Name Nimetus		
13.2	Address Aadress.....		
13.3	Stamp Pitsat		
		13.4	Date Kuupäev
		13.5	Signature Allkiri

Guide for applying for an Estonian state incapacity for work pension under the Social Security Agreement between the Republic of Estonia and Canada

If you live in Canada and wish to apply for an Estonian state incapacity for work pension, you must complete form **CAN/EST 204 “Claim for an incapacity for work pension”** (see pg. 3).

Please read this guide carefully and strictly follow the instructions. In order for the pension to be granted as quickly as possible it is necessary that you submit all the required documents.

Right to an incapacity for work pension is available for persons who have been declared permanently incapable for work, who are at least 16 years old, whose degree of incapacity is 40 to 100 percent and who have acquired the following pension qualifying period in Estonia and in Canada by the time of declaration of permanent incapacity:

Age	Required pension qualifying period
16-20 years	no requirement
21-23 years	1 year
24-26 years	2 years
27-29 years	3 years
30-32 years	4 years
33-35 years	5 years
36-38 years	6 years
39-41 years	7 years
42-44 years	8 years
45-47 years	9 years
48-50 years	10 years
51-53 years	11 years
54-56 years	12 years
57-59 years	13 years
60-62 years	14 years

In order to apply for an incapacity pension, you must submit:

- a) application form CAN/EST 204 “Claim for an incapacity for work pension” (see pg. 3)
- b) documents certifying pension qualifying period
- c) document certifying incapacity for work

The Estonian pension qualifying period is divided into:

1. Pensionable service period

The pensionable service period is accumulated until December 31, 1998. There are no entries in the State Pension Insurance Register for that period and insurance periods (working periods), which occur before December 31, 1998, must be certified.

2. Accumulation period

The accumulation period is calculated for insured persons who according to the “Social Tax Act” have paid or for whom there was/is the obligation to pay social tax after January 1, 1999. There are entries in the State Pension Insurance Register for all the periods since January 1, 1999, and these do not have to be certified to the Social Insurance Board.

In order to certify the pensionable service period (insurance periods before December 31, 1998), you must submit:

- Employment record book
- In case there is no employment record book, the pensionable service period may be certified with some other document (employment contract, letter of employment, order, personal card, wage letter, employment inventory, service letter, collective farm membership book, contract of services or some other civil law contract, etc.), which contains information about the working period.
- Diploma from trade school, vocational secondary school or institute of higher education
- Birth certificate of a child
- Employment service certificate indicating receipt of unemployment benefits or indicating the period of participation in employment training
- Marriage certificate for persons who changed name when marrying
- Military identity card

Guidelines for completing form CAN/EST 204:

Form CAN/EST 204 is used for submitting necessary information when applying for an incapacity for work pension.

Information concerning the insured person (fields 2-6):

If your birth surname differs from your current surname, make sure to include documents certifying the name change (marriage certificate, name change certificate etc).

Make sure to write the Estonian personal id code, if it exists.

Date of application (field 7)

Write the date when the applicant first submitted the application to the social security institution of his or her residence.

Payment to bank account (field 8)

It is essential for international bank transfers that you give the Bank Identifier Code (BIC) and International Bank Account Number (IBAN). These codes are given to you by the bank administering your account.

Make sure to enter in field 8.6 the desired frequency of incapacity for work pension payments. According to the Estonian State Pension Insurance Act, a pension is paid monthly. In the case of international payments, however, less frequent payments may be more economical as it would mean fewer expenses for bank services.

Legal representative (field 8.7)

Write the information of your court-appointed representative, if you have one.

Employment information (field 10)

Make sure to indicate whether you are still employed or not.

If you have been employed in state public service (public servant, police officer, member of the Defence Forces), indicate your position.

Information concerning the children (field 11)

If you have children, include a copy of the birth certificates for children born in the Republic of Estonia.

If you have before January 1, 1999, taken care of a Category I disabled person, a disabled child or person under 18 years of age who was disabled since childhood, you must also submit medical documents of this disabled person (Category I certificate) and explanation for the period you provided the care.

Institution forwarding the form (field 13)

Field 13 will be completed by the institution receiving the application and verifying the documents.

Make sure to include document certifying incapacity for work with form CAN/EST 204.

Canada / Estonia Agreement

Documents and/or information required to support your application [CAN/EST 204] for an Estonian Incapacity for work Pension

Original or certified documents to be submitted

- Birth certificate for you and any children born in Estonia
- Proof of legal representation (if applicable)
- Marriage certificate if change in name (if applicable)

Original or certified documents to be submitted for periods before 1 January 1999:

- Employment record books (if applicable)
- If employment record books do not exist, other documents which contain information about your working period (e.g. employment contract, letter of employment, etc.) (if applicable)
- Diploma from trade school, vocational secondary school or institute of higher learning (if applicable)
- Employment service certificate indicating receipt of unemployment benefits (if applicable)
- Employment service certificate indicating periods of participation in employment training (if applicable)
- Military identity card (if applicable)
- If, before 1 January 1999, you cared for a category 1 disabled person, a disabled child or a person under 18 years of age who was disabled since childhood, a medical report and a statutory declaration, signed by witnesses, indicating that you and the disabled child/person lived together or other document supporting your living together.
- If, before 1 January 1999, you cared for a child under age three, a statutory declaration, signed by witnesses, indicating that you lived together or other document supporting your living together
- If, before to 1 January 1999, you raised a child for at least eight years, a statutory declaration, signed by witnesses, indicating that you lived together or other document supporting your living together

IMPORTANT: If you have already submitted any of the documents required when you applied for a Canada Pension Plan or Old Age Security benefit, you do not need to resubmit them.