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## **DEADLINES FOR SUBMITTING REGISTRATION, ENDING OF EMPLOYMENT AND CHANGES TO EMPLOYEE'S DATA TO THE CROATIAN PENSION INSURANCE INSTITUTE**

According to the Article 112. of the Pension Insurance Act (Official Gazette 157/13, 151/14, 33/15, 93/15), deadlines are prescribed for employer for registration of employees, ending of employment and changes during the employment. We emphasize the most important:

1. The registration of employee to Pension Insurance is earliest eight days before beginning of employment, **and no later than the beginning of the work** (latest one day before work start).  
If insured person (employee) does not begin to work on the day of insurance, employer needs to inform the Pension Insurance Institute about it **no later than that day**;
2. Deadline for registration of employee retirement - within **24 hours** from the date of termination of employment;
3. The registration of changes during the employment (e.g. change of surname, change of contract from fixed-term contract to indefinite and similar) – within the **24 hours** from date of change.  
Exceptionally: When the employer's Headquarter is outside the Republic of Croatia (in another EU country), the deadlines are 60 days.

Employers with more than 3 insured person (employees), are obliged to submit applications electronically.

Pension Insurance is obliged to accept, confirm, check and upload data into register of Institute within three working days. In case of rejecting registration data, submitted by employer, correction of registration should be submitted by employer within 24 hours from rejecting date.

In accordance with Article 172. of the Pension Insurance Act, penalties are prescribed in amount of 5.000,00 up to 50.000,00 HRK for employers which do not submit applications within prescribed deadlines.

If employer does not inform the Institute, within prescribed deadline, when employee does not begin to work on the day of insurance there are prescribed penalties in the amount of 61.000,00 up to 100.000,00 HRK.

Penalties in amount of 1.000 HRK up to 10.000 HRK are prescribed and for companies' representatives.

BENKO KOTRULJIĆ d.o.o.  
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