**MNB identification code: J01**

**Completion guidelines**

Anonymised income and work history data of natural persons

**I. General instructions**

1. The data supply shall cover natural persons who have a Social Security Number (SSN), doing so without enabling the identification of specific individuals.

2. The data shall be reported using UTF-8 coding in a comma-separated values (.csv) format, with the anonymous linking code generated in accordance with the Code Generation Guide made available by the MNB.

3. The data supplier shall deliver the electronic data carrier containing the data supply to a representative designated by the MNB in writing; a report shall be drawn up of the delivery and acceptance process.

**4.** The codes to be used when completing the tables are provided in the technical guidelines referred to in Section 4.14 of Annex 3 and available on the MNB’s official website (hereinafter: list of codes).

**II. Detailed instructions for the completion of the tables**

**Table 01: Birth data**

Column a) shall contain the anonymous identifier of the natural person, generated following the Code Generation Guide.

Column b) shall contain the identifier generated following the Code Generation Guide. This identifier shall be shown in Column a) in Table 02 and Column a) in Table 03 as well.

The values in Column c) to e) are numeric and shall be supplied in the following formats and with the following value sets:

- Column c): ‘YYYY’,

- Column d): ‘MM’,

- Column e): ‘0’ for male, ‘1’ for female.

**Table 02: Pension contribution basis data**

Table 02 shall list the details of the uninterrupted legal relationships underlying the pension contributions of the natural person. Separate rows shall be used if the data relate to the same natural person but different periods. An identifier included in Column a) may have more than one pieces of data associated with it only in the following cases:

a) several places of work are associated with a natural person,

b) the natural person works at the same place of work permanently, but in the records their legal relationship is subdivided into shorter, e.g. yearly, periods,

c) the legal relationship of the natural person was not uninterrupted in certain period(s) – in such a case unique (not overlapping) periods shall be reported, stating the start date (Column b) and the end date (Column c) –, or

d) due to periods not included in the calculation of pension contributions (e.g. sick leave).

The data in Columns b) and c) shall be specified in ‘YYYYMMDD’ format.

The legal relationships prevailing as of the end of the reporting period shall be marked by the last day of the reporting period in Column c).

In Column d), the contractually specified number of hours shall be recorded (if available).

Column g) shall contain the gross income on record that constitutes the basis for calculating the pension contributions.

Column h) shall contain the gross income on record that had constituted the basis for calculating the pension contributions until 31 December 2011.

Column i) shall contain the four-digit code under the FEOR-08 occupation nomenclature published as an annex to Communication no. 7/2011. (IV. 23.) of the Central Statistical Office (KSH) on the Standard Classification of Occupations. If classification by the FEOR-08 occupation nomenclature was not yet available for a particular period, then the four-digit code of the preceding FEOR-93 occupation nomenclature shall be used. If the FEOR code changed in a period stated in a particular row, then only the FEOR valid as of the end of the period shall be reported.

Column j) shall contain the employment classification code defined in the relevant list of codes. If the employment classification code changed in a period stated in a particular row, then only the code valid as of the end of the period shall be reported.

From the relevant list of codes, Column k) shall contain the code for the reason of a loss of legal relationship due to which the period demarcated by the data in Columns b) and c) cannot be taken into consideration when calculating the average income used for determining the pension benefit.

Columns l) and m) shall contain data on the natural person’s permanent and temporary residence, in a breakdown by the counties and districts defined in Annex 1 to Government Decree no. 86/2019. (IV. 23.) on Capital and county government offices and district offices, as of the last day of the reported legal relationship, with the notation used by the data supplier. If there is no temporary residence information available, Column m) shall be left blank. With foreign addresses, the country code of the relevant country shall be entered in Column l), using the list of country codes provided in the technical guidelines referred to in Section 4.2 of Annex 3 and published on the MNB’s website; in such cases, Column m) shall be left blank.

Column e) shall contain the registration number of the legal entity employer (the first eight digits of its tax number); in other cases (e.g. sole traders, primary producers), a numerical variable generated by the data supplier shall be provided, one that uniquely differentiates the employer but does not identify the person of the employer. The data supplier shall ensure that each employee is reported consistently with the same identifier whenever submitting data supplies relating to specific reporting periods.

Column f) shall contain the legal form of the employer, using the appropriate code from the relevant list of codes.

**Table 03: Benefit data**

Column b) shall contain the starting month of the disbursement of the particular type of benefit, whereas Column g) shall contain its last month, in ‘YYYYMM’ format.

Column c) shall contain the monthly amount of the particular type of benefit.

Column d) shall contain the legal title for disbursing the benefit, using the appropriate code from the relevant list of codes.

Column e) shall contain the number of the years of service used in calculating the benefit. This field shall be left blank if period of service is not applicable to the particular legal title.

Column f) shall contain the valorised income amount after degression. With survivor benefits, the pension of the deceased shall be reported.