

Guide

On the electronic application for a certificate issued in respect of the number of insured employees, to be submitted in the case of Eximbank products

For certain of its products, Eximbank stipulates as a drawdown or monitoring condition that the financed company submit a certificate on those of its employees who, according to the provisions of the 'Act on persons entitled to social security allowances and a private pension and the financing of such allowances' and the 'Act on the itemised tax payable by small-taxpayer businesses and the small business tax', are in a contractual relationship with the company that entails an insurance obligation.

The certificate may be requested

- in person at the Budapest or county health insurance fund administration body, or
- (if the product description specifically allows it) **electronically, by submitting the relevant form through the client portal.**

The electronic form for the certificate is submitted to the National Health Insurance Fund Manager (NEAK, formerly: National Health Insurance Fund, OEP). Besides the personally requested, paper-based certificate or the electronically requested certificate as per the description below, Eximbank does not accept any other documents or tables that may be downloaded from the Customer Portal and that contain the data of your company's employees.

The detailed steps in the administrative procedure, the various guides and the downloadable e-forms can all be accessed at the following link:

[National Health Insurance Fund Manager - Electronic administration - E-Forms \(gov.hu\)](https://www.gov.hu/NEAK/E-Forms)

The main steps in applying for an insured employee certificate electronically are as follows:

1. In order to use the electronic administration service, client-portal registration is required.
2. Following registration (or if you have already registered on the client portal), you will need to download the general form-completion program (ÁNYK).
3. From the installed program, the form needed for the administration service (NEAK_EKA_BJ01) should be downloaded.
4. Following completion of the form, upload the document through your personal client portal page.
5. Once the above request has been sent, within a few working days NEAK will send you the certificate on the insured employees.