

In the Name of God

**Iranian Social Security Organization
Migrants Social Security Department**

ANNOUNCEMENT

License Issuance for Overseas Official Social Security Agent

The Iranian Social Security Organization (ISSO) is determined to hire the overseas official agent to fulfill insurance affairs of the Iranians residing abroad, in accordance with the laws and regulations through setting an exam or an interview. In this regard, all eligibly qualified legal and real persons are invited to complete the application form and submit the required documents to Migrants Social Security Department on the address: 3rd floor, ISSO building No. 7, plaque No. 27, West Nosrat st., Tohid sq, Tehran, Iran, postal code: 1457876433 or email address: mss.dep@tamin.ir

1- General and specific requirements

A) General requirements:

- 1-** Believing in Islam or one of the official religions of the I.R. Iran.
- 2-** At least 27 and at most 60 years of age.
- 3-** Having completed military service or permanent exemption card for men.
- 4-** Being physically and mentally at the suitable level, not holding ethical and financial distrust records.
- 5-** Holding at least bachelor's degree.
- 6-** Holding a clear penal record.
- 7-** Not being addicted to any kind of narcotics.
- 8-** Not holding administrative, occupational and financial mal-reputation.

9- Having the ability to provide appropriate facilities to Iranians residing abroad.

Note1: Examining and approving the above-mentioned qualifications are authorized to Migrants Social Security Department, Official Agencies Affairs Department, and ISSO Central Security Office.

Note 2: Esteemed families of the martyrs, veterans, and disabled veterans holding the similar qualifications are in priority compared to other claimants.

B- Specific Requirements:

1. Those, whose retirement and/or interruption in occupational relationship is due to the vote of Board of Administrative Violations or dismissal, are NOT eligible as the applicant for the overseas official social security agent.
2. There should be depositing of guarantee and/or collateral property in the name of the ISSO and/or Professional responsibility insurance policy according to the conditions, declared on the contract.

2- Required Documents:

- 2-1. Complete the application form of license issuance for the overseas official social security agent.
- 2-2. Four photos (size: 3*4 cm, recently taken, light back ground and applicant's name at the back).
- 2-3. Copy of birth certification, national identification card and passport.
- 2-4. Copy of digitally issued military service card or permanent exemption.
- 2-5. Copy of the last educational certification.
- 2-6. Copy of the last employment document (labor attach).
- 2-7. Copy of the retirement document (for the retired).
- 2-8. License for work and evidence of good performance for the agents and administrative representatives or dependent individual to other entities.

Comment: All the above mentioned documents' copies could be sent by e-mail: mss.dep@tamin.ir

3- Deadline for submission of the documents:

Applicants should submit the required documents to the Migrants Social Security Department before 17/06/2016. It should be noted that incomplete documents or submitted after the deadline are not given effect.

Notification: Useful information is executively broadcasted only through the web site of ISSO and is highly recommended not to refer to the ISSO Headquarter or the other branches.

For more information, you can contact Migrants Social Security Department on e-mail address: mss.dep@tamin.ir

Application Form

"License Issuance for Overseas Official Social Security Agent"

File No.

The applicant of establishing Overseas Official Social Security Agency in
(Country) (City).....

- 1- Name and Surname:
- 2- Father's name:
- 3- Birth certificate number:
- 4- Date of birth:
- 5- Place of birth (Country): Province: City:
- 6- Last educational degree:
- 7- Course and majors:
- 8- Name of the university, college, high school:
- 9- Occupational records:

| No. | Kind of activity | Responsibility | from | to | Reason for employment ending | Address and Phone No. of the workplace |
|-----|------------------|----------------|------|----|------------------------------|--|
| | | | | | | |

10. Current job:

Address (office):

Tel (office):

11. Special priorities:

- Family of a martyr
- Disabled veteran: (percent).....
- Ex-Prison of War (time-length):

Labor attach

Representative of other entities

12. Residing place address:

13. If you have been the employee of the ISSO and your relation has been interrupted, write the reason:

Retirement

Disability

Other

Last organizational position:

Personal considerations:

Have by signing this form, I certify the correctness of all above information and lack of any understatement.

Signature of the applicant/ date: