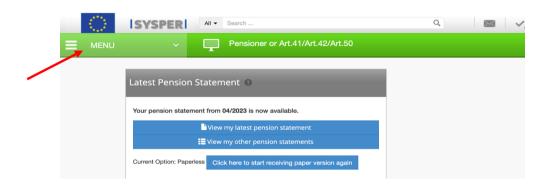
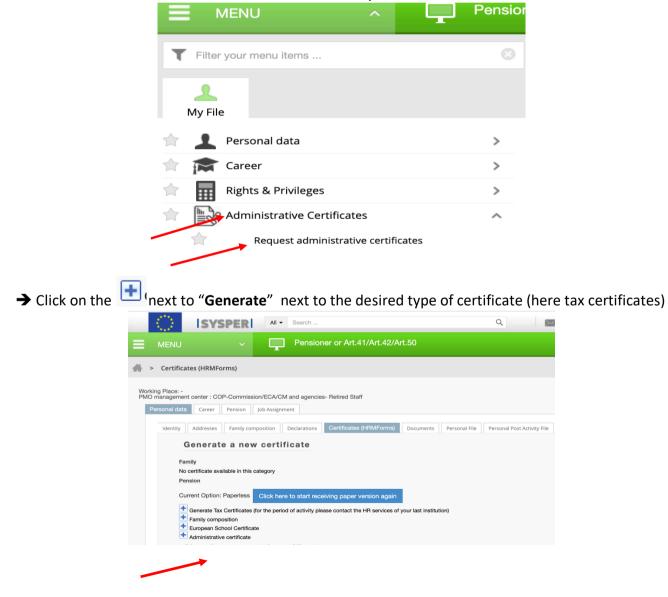
HOW TO CREATE TAX CERTIFICATES (with/without amounts) from Sysper Post Activity ?

From the MyRemote Menu (https://myremote.ec.europa.eu)

- → SYSPER Post Activity
- → Click on MENU



→ Click on "Administrative Certificates" then on "Request administrative certificates"



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A new window opens:

→ Select the **Fiscal year** and the **Country** (to have that country language) and if necessary, tick "**Display amounts**" + a clic on **Save** at the bottom of the screen

| • | • • | | Sysper2 | | |
|---|-------------------------|------------------|-------------------------|---|------|
| - | https://myremote.ec | .europa.eu/SYSPE | R2/doc/template/selectP | ensionTemplateFrame.do?perId=57471&refres | Q |
| | | | | Create a docum | nent |
| | Properties | | | | |
| | Fiscal year:* | 2022 Belgium | · · | | |
| | Country:* | | | | |
| | Display amounts | | | | |
| | | | | | |
| | datoni data antri fiald | | | Save Canc | ol |

N.B. If the ideal year gives an error message, try the year before!

→ A waiting message is displayed and after a few moments, you return to the main window
→ Under "Already generated certificates" the latest requested certificates are to be found.

| MENU | | Pensioner or Art.41/Art.42/Art.50 | | | | |
|--|-----------|--|----------|-----------|---------------------|-----|
| > Certificates (ł | HRMForm |) | | | | |
| Working Place: - PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Personal data Career Pension Job Assignment | | | | | | |
| Identity Add | Iresses F | mily composition Declarations Certificates (HRMForms) Documents Personal File Personal Post Activity | y File | | | |
| Family No certifi Pension Current (+ Gene + Famil + Europ + Admil Altre | | | | | | |
| | ID | TITLE | LANGUAGE | STATE | CREATION DATE | PDF |
| | 1631232 | Attestation Administrative | FRA | Validated | 27/04/2023 21:49:39 | 1 |
| | 1631221 | Tax Certificate - Retirement Art: 12 N.139496 - BEL - 2022 - Avec montants | NLD | Validated | 27/04/2023 21:04:31 | 1 |
| | 1631220 | Attestation fiscale - Retraite Art: 12 N.139496 - BEL - 2022 - Avec montants | FRA | Validated | 27/04/2023 21:04:29 | 1 |
| | | | | | | |

→ click on the red PDF symbol to the right of the screen to display the relevant certificate. In the case of Belgium, it is automatically generated in the 3 official languages (FR/NL/DE)

→ Choose to download and/or print the document(s)

Good to know: other types of certificates are available in the language and for a reason to be selected (car purchase, rental, subscription, etc.)