

Form for user enterprise

date:

Company name:

House number, street:

Place, postal code:

Country of origin:

To

Bundesfinanzdirektion West

Wörthstraße 1-3

50668 Köln

Fax: + 0049 (0) 221/964870

**User enterprise's operational schedule
pursuant to section 18 (3) Arbeitnehmer-Entsendegesetz (Posting of Workers Act) in
conjunction with section 1 (5) Arbeitnehmer-Entsendegesetz-Meldeverordnung (Posting of
Workers Act Registration Ordinance)**

Information pursuant to section 4 (3), second sentence, Bundesdatenschutzgesetz (Federal Data Protection Act):

Pursuant to section 18 (3), Arbeitnehmer-Entsendegesetz (Posting of Workers Act) in conjunction with section 1 (5) Arbeitnehmer-Entsendegesetz-Meldeverordnung (Posting of Workers Act - Registration Ordinance), you are obliged to provide these data. The failure of submitting the registration with these data, the submission of a wrong or incomplete registration or of registrations that are not completed in the required manner or the failure of submitting the registration in due course may constitute an administrative offence punishable by a fine of up to EUR 30,000.

Sector to which the employees shall be posted

Start and duration of labour leasing

(Employees must be named in the annex.)

from

to

Place where the documents required pursuant to section 19 (2) Arbeitnehmer-Entsendegesetz (Posting of Workers Act) are kept available

Exact address in Germany, if applicable company or surname and first name
(house number, street, place, postal code)

Authorised recipient of the leasing company

Surname, first name and address in Germany
(house number, street, place, postal code)

Leasing company

Surname, first name, or company and address in Germany
(house number, street, place, postal code, country)

Annex:

List of names

Affirmation of the leasing company

(Signature)

Annex to the registration pursuant to section 18 (3) Arbeitnehmer-Entsendegesetz (Posting of Workers Act) in conjunction with section 1 (5) Arbeitnehmer-Entsendegesetz-Meldeverordnung (Posting of Workers Act - Registration Ordinance)

User enterprises operational schedule:

User enterprise: _____

List of employees who will be deployed or who will begin to work at the place given below:

Surname, first name	Date of birth	Activity* Code letter	Place of employment or of taking up work Exact address in Germany (house number, street, place, postal code, or field name if no street name exists)	Employment									
				starts on (exact date)	continues until (exact date)	Start of work on the following days/at the following times							
						Mon	Tues	Wed	Thu	Fri	Sat	Sun	

* **A** = mobile: place of taking up work
B = stationary: place of employment

Form for leasing company

Company name: _____
House number, street: _____
Postal code: _____
Country of origin: _____

Affirmation

I hereby assure that in leasing my employees to the company

Company name: _____
House number, street: _____
Postal code: _____
Country of origin: _____

I adhere to the mandatory working conditions specified in section 8 Arbeitnehmer-Entsendegesetz Posting of Workers Act (payment of the minimum wage including overtime rates, the duration of holidays, the holiday allowances and an additional holiday bonus) if and insofar as there is a collective agreement in effect that meets the requirements of the sections 3 to 7 Arbeitnehmer-Entsendegesetz (Posting of Workers Act) or if and insofar as these conditions are prescribed by a statutory regulation pursuant to section 11 Arbeitnehmer-Entsendegesetz (Posting of Workers Act).

(Place and date)

(Signature)