

APPLICATION FORM FOR WORK WITHIN THE EEA AND SWITZERLAND
cf. EC – REGULATION 883/2004 – working in the EEA and/or Switzerland

THE FORM SHOULD BE ACCOMPANIED BY A COPY OF THE CONTRACT OF EMPLOYMENT AND/ OR CONTRACT FOR THE POSTING (document showing the terms and conditions of the work to be performed abroad)

This form is to enable case officers to ascertain the Article of EC-Regulation 883/2004 which is relevant to the specific employment situation abroad.

Accordingly, it is of essence to our determination that answers are given as precisely as possible.

Please do not forget box 10 "Other information/comments", if something needs further explanation and/or please do not hesitate to enclose documentary evidence.

This form has two parts: **PART I: WORK IN ONE COUNTRY** and **PART II: WORK IN TWO OR MORE COUNTRIES.**

1. INFO OF THE PERSON

A. Name

D. Designation of occupation

Address

E. Occupational status

Employee

Date when taken on

Post code Town

Self-employed enterprise

Country

Date when the enterprise was founded:

B. Danish "CPR" no.

Not in active employment

C. Nationality

F. Personal contact

Phone

E-mail

2. INFO OF THE ENTERPRISE

A. Employer

Self-employed enterprise

B. Is the employer a recruitment agency?

Name and address

Yes

No

Post code Town:

If Yes, state the enterprise for which work is done:

Country

Firm and address

Any VAT registration no.

Post code Town:

Trade/industry/profession

Country

Phone

Any VAT registration no.

E-mail

Fax

3. INFO OF SEVERAL EMPLOYMENT RELATIONS

Has the person more than one employer, or is he or she at the same time self-employed?

No Yes (If Yes, state other employers/self-employed enterprise)

Employer Self-employed enterprise Employer Self-employed enterprise

Name and address

Name and address

Post code and town

Post code and town

Country

Country

Any VAT registration no.

Any VAT registration no.

Trade/industry/profession

Trade/industry/profession

Country of employment

Country of employment

PART I: WORK IN ONE COUNTRY

4. INFO OF WORK IN ONE COUNTRY

A. Is the person to work in one country only?

Yes No (if No, proceed direct to box 8)

B. Where is the person to work for the term of his/her posting? State the address/location of the working place

Firm

Address

Post code Town

Country

C. Designation of occupation in the country of employment

D. Period

Starting

Ending

E. Did the person work in another country than Denmark immediately before this posting?

No Yes (state country of employment, period and employer/self-employed enterprise)

Country of employment

Period

Employer/self-employed enterprise – address

5. AFFILIATION TO THE POSTING EMPLOYER

A. Wage payment is effected by whom?

Firm:

Country:

B. Social contributions payment is effected by whom?

Firm:

Country:

C. Will the employee, when the posting ends, remain employed with the posting enterprise?

Yes

No

D. Will the employee, for the term of posting, be adding to his or her seniority in the posting enterprise?

Yes

No

E. Will the employee, for the term of posting, be comprised by the pension scheme of the posting enterprise?

Yes

No

F. Will there, for the term of posting, be other kinds of affiliation to the posting enterprise?

(e.g. as part of an education programme, or the posted person reporting direct to a referee in the posting enterprise)

G. Will the employee, for the term of his or her posting, remain employed with the posting employer – meaning: Does that employer decide whether the employee is hired or fired?

Yes

No

6. ESPECIALLY RE EMPLOYEES NEWLY TAKEN ON

Completion of the below boxes is *compulsory*, if the employee has just been engaged and is to work abroad within the three month of his engagement

A. Which was the employee's professional situation immediately before taken on by his or her present employer?

In the employ of another
employer

In receipt of daily cash
benefit

Other things (specify)

B. With whom was the person employed immediately before taken on by his or her present employer?

Firm:

Address:

Post code

Town:

Country:

Any VAT registration no:

Period of employment

In which country/countries was employment performed?

C. Other information/comments:

7. ACTIVITIES OF THE DANISH ENTERPRISE IN DENMARK – FOR EMPLOYEES

A. Did the employer receive any certified form E 101 DK /determination of social security cover within the last year?

Yes

No

B. Did the employee work for the enterprise in Denmark for more than three months before the beginning of his/her posting?

Yes

No

If you answered No to both question "A" and question "B", you must provide the following info:

For International Social Sikring to accept a claim for coverage in the Danish social security scheme, it is a prerequisite that the enterprise is performing substantial activities in Denmark. To finalize investigation of your claim as soon as possible, we would therefore ask you to describe the activities of the enterprise. All information will, of course, be treated as confidential.

The description should provide details of the following:

How many activities does the enterprise have at present, and how many does it expect to get, which are performed in Denmark?

What is the total number of the enterprise's staff?

What is the number of staff performing activities in Denmark, and what is the number of staff performing activities abroad?

What is the number of administrative staff in Denmark?

Which turn-over does the enterprise achieve in Denmark, respectively abroad?

In evidence of the activities in Denmark you could enclose the copy of contracts, accounts, invoices, or the like.

Together with the claim, please send us:

A description of the activities of the enterprise (compulsory)

Contracts, in copy

Latest accounts, in copy

Invoices for activities performed in Denmark during last Quarter, in copy

Other documents

WORK IN TWO OR MORE COUNTRIES

8. WORK IN TWO OR MORE COUNTRIES

A. Is the person to be employed in two or more countries?

Work is performed in two or more countries for instance if the employment includes business travels to two or more countries; and so is the case for persons engaged in international transports, such as e.g. export hauliers and pilots.

Yes No (If No, complete boxes 4 to 7 and boxes 10 and 11)

B. In which countries is the person to work?

Please only mark relevant countries.

- | | | | | | | |
|-----------------------------------|---|----------------------------------|--------------------------------------|--------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Belgium | <input type="checkbox"/> Finland | <input type="checkbox"/> Ireland | <input type="checkbox"/> Lithuania | <input type="checkbox"/> Poland | <input type="checkbox"/> Slovenia | <input type="checkbox"/> Hungary |
| <input type="checkbox"/> Bulgaria | <input type="checkbox"/> United King-
dom (UK) | <input type="checkbox"/> Iceland | <input type="checkbox"/> Luxembourg | <input type="checkbox"/> Portugal | <input type="checkbox"/> Spain | <input type="checkbox"/> Austria |
| <input type="checkbox"/> Cyprus | <input type="checkbox"/> France | <input type="checkbox"/> Italy | <input type="checkbox"/> Malta | <input type="checkbox"/> Rumania | <input type="checkbox"/> Sweden | |
| <input type="checkbox"/> Denmark | <input type="checkbox"/> Greece | <input type="checkbox"/> Latvia | <input type="checkbox"/> Netherlands | <input type="checkbox"/> Switzerland | <input type="checkbox"/> Czech Rep | |
| <input type="checkbox"/> Estonia | <input type="checkbox"/> Liechtenstein | <input type="checkbox"/> Norway | <input type="checkbox"/> Slovakia | <input type="checkbox"/> Germany | | |

C. Period

Starting: Ending:

Determination of social security cover is made by International Social Sinking for not more than one year at a time.

D. How big a part of his/her work is the person expected to perform, on an average, during the term?

in his/her country of residence: – State the percentage

in other countries : – State the percentage

Totalling: 100 %

E. One, specific place of employment abroad? Please specify its address/location:

Firm

Address

Post code Town

Country

F. Is the person a crew member on an aeroplane, or a flight attendant?

No Yes (if Yes, state the country in which the home base is located)

Home base:

Please enclose a contract in evidence of the home base!

9. TRANSITIONAL RULE FOR EMPLOYMENT IN SEVERAL COUNTRIES

A. Has the person - while in his/her present employment relation - already had an E101 certified by Denmark, and is that form now to be extended?

No

Yes (if Yes, you have a choice between "B" and "C" below)

According to a transitional rule in EC-Regulation 883/2004, any social security determination made under the rules of EC-Regulation 1408/71 retains validity till 30 April 2020, for as long as the employment relation and the country of employment remain unchanged.

If you want determination according to the rules of EC-Regulation 883/2004, you should apply for having determination made under the new rules. The determination of the country whose social security rules apply may, however, turn out differently under the new rules.

B. Do you still want social security cover to be determined under the rules of EC-Regulation 1408/71?

C. Do you want determination to be made under the new rules of EC-Regulation 883/2004?

If there are no amendments to the social security determination made under EC-Regulation 1408/71 or EC-Regulation 883/2004, determination will be made under the new rules, once the validity of the former determination has expired.

10. OTHER INFORMATION/COMMENTS

11. SIGNATURES

I solemnly declare to have given the above information to the best of my knowledge and belief:

Date:

Date:

Employer

Employee/self-employed person

**Please send to: Udbetaling Danmark, International Social Sikring, Kongens Vænge 8, 3400 Hillerød,
or e-mail to: ipos@atp.dk**

Data inspectorate and confidentiality

The Danish Personal Data Act obliges us to inform you that the information provided will be stored at Udbetaling Danmark, International Social Sikring. The information is used in the processing of the case. We will only pass information on to other public authorities if it is consistent with the Law in force. All information is treated confidentially.

You are entitled to know what information we have stored, and to demand correction of any erroneous information. If you want to complain about any misuse of information made by us, you can file a complaint to: Datatilsynet, Borgergade 28, 5. DK-1300 Copenhagen K. If the applicant did not fill out this form himself/herself, please inform the applicant of the above.