

## I. REQUEST FOR INFORMATION

### Relating to the transnational hiring-out of workers in the framework of the provision of services

Pursuant to Article 4 of Directive 96/71/EC concerning the posting of workers in the framework of the provision of services

#### 1. Reference for the request

#### 2. Competent authority requesting information (Sender)

- 2.1. Name: \_\_\_\_\_ 2.6. Stamp: \_\_\_\_\_  
2.2. Address: \_\_\_\_\_  
2.3. Telephone: \_\_\_\_\_  
2.4. Fax / E-mail: \_\_\_\_\_ 2.7. Signature: \_\_\_\_\_  
2.5. Language(s) in which you may communicate with this authority:

BG  CZ  DA  DE  EE  EL  EN  ES  FI  FR  HU  IT  LT  LV  
 MT  NL  PL  PT  RO  SE  SK  SL  ISL  LI  NOR  Other: \_\_\_\_\_

#### 3. Requesting country

- |  |                                  |   |   |
|--|----------------------------------|---|---|
| <input type="checkbox"/> Austria       | <input type="checkbox"/> Belgium | <input type="checkbox"/> Bulgaria       | <input type="checkbox"/> Czech Republic |
| <input type="checkbox"/> Cyprus        | <input type="checkbox"/> Denmark | <input type="checkbox"/> Estonia        | <input type="checkbox"/> Finland        |
| <input type="checkbox"/> France        | <input type="checkbox"/> Germany | <input type="checkbox"/> Greece         | <input type="checkbox"/> Hungary        |
| <input type="checkbox"/> Ireland       | <input type="checkbox"/> Italy   | <input type="checkbox"/> Latvia         | <input type="checkbox"/> Lithuania      |
| <input type="checkbox"/> Luxembourg    | <input type="checkbox"/> Malta   | <input type="checkbox"/> Netherlands    | <input type="checkbox"/> Poland         |
| <input type="checkbox"/> Portugal      | <input type="checkbox"/> Romania | <input type="checkbox"/> Slovakia       | <input type="checkbox"/> Slovenia       |
| <input type="checkbox"/> Spain         | <input type="checkbox"/> Sweden  | <input type="checkbox"/> United Kingdom | <input type="checkbox"/> Iceland        |
| <input type="checkbox"/> Liechtenstein | <input type="checkbox"/> Norway  | <input type="checkbox"/> Other          |   |

#### 4. Authority requested (Recipient)

- 4.1. Name: \_\_\_\_\_  
4.2. Address: \_\_\_\_\_  
4.3. Telephone: \_\_\_\_\_  
4.4. Fax / E-mail: \_\_\_\_\_

## **5. Details of the worker concerned**

- 5.1. Name:
- 5.2. Address in the worker's normal country of employment:
- 5.3. Date of birth:
- 5.4. Nationality:
- 5.5. Other information pertaining to the identity of the worker:

## **6. Employer**

- 6.1. Name or company name:
- 6.2. Usual address:
- 6.3. Telephone:
- 6.4. Fax / E-mail:
- 6.5. Registration number:
- 6.6. Other useful information:

## **7. Reason for the request**

**Pursuant to Article 4 of Directive 96/71/EC concerning the posting of workers in the framework of the provision of services, the undersigned authority (cf. point 1 of this request) would be grateful if you could provide the following information concerning the posted worker mentioned above (cf. point 5 of this request) within the deadline foreseen in the code of conduct on cooperation standards:**

(Tick the relevant boxes)

### **A. Additional information concerning the employer**

- Verification that the employer is legally established on the territory of your Member State
- Verification that the employer habitually carries on significant activity (e.g. turnover, date of establishment of the enterprise, etc.) on the territory of your Member State
- Sector(s) of operation
- In the case of a temporary employment undertaking: Verification that the undertaking has obtained the authorization or has been registered in accordance with the rules applicable
- Other (please specify)

### **B. Information concerning the posting**

- Verification that an employment relationship does actually exist between the employer mentioned at point 6 and the worker mentioned at point 5
- Commencement of the posting
- Duration of the posting
- Place(s) of the posting
- The job of the worker / the type of work to be performed
- Other (please specify)

**C. Information on the terms and conditions of employment applied to the worker on the basis of the individual employment contract and/or the laws, regulations, administrative provisions or collective agreements**

- Please provide the document mentioned in Article 3 of Directive 91/533/EEC on an employer's obligation to inform employees of the conditions applicable to the contract or employment relationship
- Hours of work
  - daily
  - weekly
  - night
  - other (please specify)
- Breaks
- Rest period
  - daily
  - weekly
  - night
  - other (please specify)
- Reference periods
- Amount of paid annual leave
- Existence of a paid leave fund and, where one exists, how it works
- Existence of a fund for bad-weather layoffs and, where one exists, how it works
- The employee's paid and declared remuneration, and the remuneration calculation basis
- Overtime pay rates
- Allowances specific to the posting
- Medical examinations received in your Member State
- Health and safety training received
- Other (please specify)

**Any further comments:**

## **II. RESPONSE TO A REQUEST FOR INFORMATION**

### **Relating to the transnational hiring-out of workers in the framework of the provision of services**

Pursuant to Article 4 of Directive 96/71/EC concerning the posting of workers in the framework of the provision of services

#### **1. Reference for the request**

#### **2. Authority providing the information (Sender)**

- |                    |                 |
|--------------------|-----------------|
| 2.1. Name:         | 2.5. Stamp:     |
| 2.2. Address:      |                 |
| 2.3. Telephone:    |                 |
| 2.4. Fax / E-mail: | 2.6. Signature: |

#### **3. Requesting authority (Recipient)**

- 3.1. Name:
- 3.2. Address:
- 3.3. Telephone:
- 3.4. Fax / E-mail:

#### **4. Details of the worker concerned**

- 4.1. Name:
- 4.2. Address:
- 4.3. Date of birth:
- 5.1. Nationality:

#### **5. Employer**

- 5.1. Name or company name:
- 5.2. Usual address:
- 5.3. Telephone:
- 5.4. Fax / E-mail:
- 5.5. Registration number:
- 5.6. Other useful information:

**Further to the request of \_\_\_\_\_ (date), referred to above (cf. point 1), we are pleased to provide you with the following information:**

**A. Additional information concerning the employer**

- The employer mentioned at point 5 above is legally established on our territory
- The employer mentioned at point 5 above is not legally established on our territory
- The employer mentioned at point 5 above habitually carries on significant activity (e.g. turnover, date of establishment of the enterprise, etc.) on our territory
- The employer mentioned at point 5 above does not habitually carry on significant activity (e.g. turnover, date of establishment of the enterprise, etc.) on our territory

Additional information:

- Sector(s) of operation
- The employer mentioned at point 5 above, being a temporary employment undertaking, has obtained the authorization or is registered in accordance with the rules applicable
- The employer mentioned at point 5 above, being a temporary employment undertaking, has not obtained the authorization or is not registered in accordance with the rules applicable
- Other (please specify)

**B. Information concerning the posting**

Commencement of the posting:

Duration of the posting:

Place(s) of the posting:

The job of the worker / the type of work to be performed:

Other (as specified):

**C. Information on the terms and conditions of employment applied to the worker on the basis of the individual employment contract and/or the laws, regulations, administrative provisions or collective agreements**

- The documentation mentioned in Article 3 of Directive 91/533/EEC on an employer's obligation to inform employees of the conditions applicable to the contract or employment relationship is annexed to this form.

Namely:

- a written contract of employment and/or
- a letter of appointment and/or
- one or more other written documents.

Hours of work:

Breaks

Rest periods

Reference periods

Amount of paid annual leave

Existence of a paid leave fund and, where one exists, how it works

Existence of a fund for bad-weather layoffs and, where one exists, how it works

The employee's paid and declared remuneration, and the remuneration calculation basis

Overtime pay rates

Allowances specific to the posting

Medical examinations received

Training received

Other (as specified)

**Further comments**

**III. RESPONSE TO A REQUEST FOR INFORMATION**

**Relating to the transnational hiring-out of workers in the framework of the provision of services**

Pursuant to Article 4 of Directive 96/71/EC concerning the posting of workers in the framework of the provision of services

**1. Reference for the request**

**2. Authority providing the information (Sender)**

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| 2.3. Telephone:    |                 |
| 2.4. Fax / E-mail: | 2.6. Signature: |

**3. Requesting authority (Recipient)**

- 3.1. Name:
- 3.2. Address:
- 3.3. Telephone:
- 3.4. Fax / E-mail:

**4. Details of the worker concerned**

- 4.1. Name:
- 4.2. Address:
- 4.3. Date of birth:
- 4.4. Nationality:

**5. Employer**

- 5.1. Name or company name:
- 5.2. Address:
- 5.3. Telephone:
- 5.4. Fax / E-mail:
- 5.5. Registration number:
- 5.6. Other useful information:



**Further to the request of \_\_\_\_\_ (date), referred to above (cf. point 1), we regret to inform you that we are unable to provide the information that you require.**

**Reason(s):**