

Form for employers

date: \_\_\_\_\_

Company name: \_\_\_\_\_

House number, street: \_\_\_\_\_

Place, postal code: \_\_\_\_\_

Country of origin: \_\_\_\_\_

**Bundesfinanzdirektion West  
Wörthstraße 1-3  
50668 Köln**

**Fax: + 49 (0) 221/964870**

**Employer's operational schedule  
pursuant to section 18 (1) Arbeitnehmer-Entsendegesetz (Posting of Workers Act) in  
conjunction with section 1 (1) 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 (1) Arbeitnehmer-Entsendegesetz (Posting of Workers Act) in conjunction with section 1 (1) 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  
(please select) \_\_\_\_\_

Start and probable duration of the employment  
(Employees must be named in the annex.) \_\_\_\_\_

from

probably lasting 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)

Agent responsible:

\_\_\_\_\_  
Surname, first name, date of birth and address in Germany  
(house number, street, place, postal code)

Authorised recipient  
(if different from the agent responsible)

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

**Affirmation**

The mandatory working conditions specified in section 8 in conjunction with section 5 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) of all employees who will be deployed or who will take up their work at the specified place are observed if and insofar as there is a collective agreement in effect that meets the requirements of the sections 3 to 7 Posting of Workers Act or if and insofar these conditions are prescribed by a statutory regulation pursuant to section 11 Arbeitnehmer-Entsendegesetz (Posting of Workers Act).

Annex: List of names

\_\_\_\_\_  
(Signature)

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

**Employers operational schedule:**

Employer: \_\_\_\_\_

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

Surname, first name	Date of birth	Acti- vity*  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 (excat date)	continues probably until	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