

Notifying department	Date	Personnel number / area of work
	Responsible officer	Phone number

Please check or fill in as appropriate

**Landesamt für Besoldung und
Versorgung Baden-Württemberg
70730 Fellbach**

**Fragebogen für Arbeitnehmer/innen, die im Ausland (Entsendung) bzw. in Deutschland sowie
im Ausland (Mehrfachbeschäftigung) beschäftigt werden - Questionnaire for Employees
Either Employed Abroad (Posting) or Employed Both in Germany and Abroad (Multiple Job
Holding)**

1. Personal data (of employee)

Last name	First name	Nationality
Name at birth, if different from above	Date of birth	Phone number

Address in country of residence (street, ZIP code, city, country)

Place of birth	Country of birth	E-mail
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German pension insurance number

Address in country of employment (street, ZIP code, country)

Phone number	E-mail
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Details regarding health insurance

I am insured under a statutory health insurance scheme with the following provider (name and address):

I have private health insurance. Among other payments, the following health insurance provider receives contributions to the pension insurance (name and address):

(Please only complete the following if you are not insured under a statutory health insurance scheme in Germany and are exempt from the statutory pension insurance scheme due to your membership with an occupational pension fund.)

Name and address of responsible occupational pension fund

Membership number

The German legislation on social security applied to me before my employment abroad:

- No
 Yes, from _____ until _____

An E 101 or A1 certificate of posting

- has already been issued for me and is valid until _____
 has not been issued for me. I require an E 101 or A1 certificate as of _____

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2. Details on employers and self-employment:			
2.1 Employer (To be filled in by the employer; if necessary, after consulting the employee.)			
Name of employer			
Address of employer (street, ZIP code, city, country)			
Phone number		E-mail	
Details on places of work			
Country of employment	Duration of employment	Addresses of places of work	Expected number of working hours in the following 12 months
	From _____	Employer	Hours per week
	until _____	Address (street, ZIP code, city)	Days per month
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Various places of work	
	From _____	Employer	Hours per week
	until _____	Address (street, ZIP code, city)	Days per month
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Various places of work	
	From _____	Employer	Hours per week
	until _____	Address (street, ZIP code, city)	Days per month
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Various places of work	
<input type="checkbox"/> For additional employers, see attachment.			

2.2 Self-employment (To be filled in by employee.)		
<input type="checkbox"/> I am self-employed.		
Name / name of business		Phone number
Address (street, ZIP code, city, country)		
E-mail		Legal form of business
I have been working regularly in this occupation since _____ in the following countries:		
Country of employment	Duration of employment	Addresses of places of work
	From _____ until _____ <input type="checkbox"/> Permanent	Address (street, ZIP code, city) <input type="checkbox"/> Various places of work
	From _____ until _____ <input type="checkbox"/> Permanent	Address (street, ZIP code, city) <input type="checkbox"/> Various places of work
<input type="checkbox"/> For additional employment, see attachment.		
3. Details on posting criteria (To be filled in by employer.)		
<p>An employment can be considered a posting if the employee is sent abroad by his/her employer of the country of residence and pursues an occupation in the country of employment for said employer. This also applies if the employee is hired specifically for the position abroad, provided that he or she had social insurance coverage in Germany before. A posting is also possible if no occupation was pursued prior to the employment abroad. This may apply to housewives or students who had their permanent or usual place of residence in Germany before the employment abroad. A posting is a fixed-term employment, either due to the type of work (e. g. projects) or the contract. An employment cannot be considered a posting if the employee resides abroad and is hired for a position in the home country or in another country (local employee).</p>		
The employee is sent abroad by us to pursue his/her occupation.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee was hired specifically for this position.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee's permanent or usual residence prior to the posting was in Germany.		<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee's claims of remuneration for the duration of the posting will still only be addressed to us.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Only we are responsible for		
- the recruitment of the employee		<input type="checkbox"/> Yes <input type="checkbox"/> No
- the contract with the employee		<input type="checkbox"/> Yes <input type="checkbox"/> No
- the termination of the employment contract		<input type="checkbox"/> Yes <input type="checkbox"/> No
- the execution of the managerial authority		<input type="checkbox"/> Yes <input type="checkbox"/> No
- the payment of social security contributions or occupational pension fund contributions		<input type="checkbox"/> Yes <input type="checkbox"/> No
The employee worked in the country of employment during the two months preceding the current posting period.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> The employee does not replace any other employee posted to the country of employment.		
<input type="checkbox"/> The employee will replace an employee posted to the country of employment before. Reason for the replacement and initially intended posting period of the replaced employee:		

Comments:

Declaration of the employee

I hereby declare that the information above is both accurate and complete. I am aware that the responsible authorities, both in Germany and in the country in which I pursue my occupation, may carry out inspections and that any false statements in this form – even if by mistake – may have legal consequences in the respective country.
I will immediately notify the Landesamt für Besoldung und Versorgung of any changes to my occupation (for example: change of employer, change of address, change of working time, update of an additional professional occupation).

Date, Signature

Declaration of the employer

We, the employer of the aforementioned employee, hereby declare that the information above is accurate or, according to our assessment, presumably accurate for the following 12 months.
We are aware that the responsible authorities, both in Germany and in the countries of employment, may carry out inspections and that any false statements in this form – even if by mistake – may have legal consequences in the respective country.
We will immediately notify the Landesamt für Besoldung und Versorgung of any changes to the employment relationship (for example: change of working time, uptake of an additional professional occupation, change of address, change of the expected number of working hours in the following 12 months, termination of employment).

Date, Signature