APPLICATION FOR APPROVAL OF THE CONTRACT FOR WORK AND SERVICES No.: (assigned by the administrative board)

Between

Albert-Ludwigs-Universität - as- customer - see address field

and .............................................................................. - as contractor

Address field/stamp of institute

Description of work performance:

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........................................................................................................
........................................................................................................

As contractor I declare the following:

1. It is a matter of a stipulated, tangible, specific work result ("works").  yes  no
2. It will be carried out with the proper equipment of the contractor.  no
3. The work result will be produced free from directives and not on the university premises.  no
4. I am personally and economically independent of the customer.  no
5. I am aware that I have to enclose a correct invoice with the contract for work and services when accounting with the cashier’s office of the university (Rundschreiben Nr. (circular letter no.) 7/2011)  no
6. Fictitious self-employment can be excluded  yes  no
   → Check list under "Service A-Z-Werkverträge-"
7. I do not make a living essentially from the fee agreed upon within the frame of the contract for work and services.  no
8. A procedure to establish the insurance status has been carried out (notice enclosed) obligation for all contracts for work and service over 2 000.- € (Form)  yes  no
9. The work will be performed abroad  no
   a) Place of performance .............................................
   b) Domicile in Germany  no
10. An artist social security fee (Künstlersozialabgabe) has to be demanded for artists, publicists (researchers too), writers and journalists.  no

I hereby declare the accuracy and completeness of the above information.

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Signature of the contractor

Declaration of the customer:

The above information is correct:

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Signature of Leiter d. Universitätseinrichtung (head of the university institution)

An Rektorat SG 3.2

Prüfungsvermerk der Universitätsverwaltung: Der Werkvertrag Nr. □ wird genehmigt
                                             Der Werkvertrag Nr. □ wird abgelehnt

3.1.............................................................................
Sachbearbeiter/in Name, Unterschrift

Ablehnungsgründe: ...........................................................................................................

Bemerkungen: ...................................................................................................................

P 478e (01/2015) Note on the English version: The official language is German, in case of doubt, the German version shall prevail.