

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:

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

As contractor I declare the following:

- | | yes | no |
|---|--------------------------|--------------------------|
| 1. It is a matter of a stipulated, tangible, specific work result ("works"). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. It will be carried out with the proper equipment of the contractor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The work result will be produced free from directives and not on the university premises. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I am personally and economically independent of the customer. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Fictitious self-employment can be excluded
→ Check list under "Service A-Z -Werkverträge" | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I do not make a living essentially from the fee agreed upon within the frame of the contract for work and services. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The work will be performed abroad | <input type="checkbox"/> | <input type="checkbox"/> |
| a) Place of performance | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Domicile in Germany | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. An artist social security fee (Künstlersozialabgabe) has to be demanded for artists, publicists (researchers too), writers and journalists. | <input type="checkbox"/> | <input type="checkbox"/> |

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

....., on.....

Signature of the contractor

Declaration of the customer:

The above information is correct:

.....
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.