

**!** To fill in the document, please download it first and save it locally as a PDF. Then open it with a PDF reader - you can then use all the functions.

## WORKER'S BASIC DATA

(1) Employer's ID (2) Country code  
 (3) Worker's ID (6) Date of birth (dd.mm.yyyy)

(4) Surname  
 (5) First name(s)



## Complete postal address in home country

(7) Street (8) House number  
 (9) Country code (10) Postcode (11) City/Town

## Competent collecting agency for social security contributions

(12) Name of the collecting agency (18) Social security number of the worker  
 (13) Street (14) House number  
 (15) Country code (16) Postcode (17) City/Town

## Competent wage tax agency (tax office)

(19) Name of tax office (25) Worker's tax number  
 (20) Street (21) House number  
 (22) Country code (23) Postcode (24) City/Town

## Period of posting

(26) Posting period from (dd.mm.yyyy) to (tentative) (dd.mm.yyyy)  
 (27) Activities, see *list of activities*, page no. 2 (28) Detailed job description

**x** \_\_\_\_\_

(29) Date and signature of employer/legal representative

- Have you granted your workers leave before the posting, which needs to be credited?
- Do you already pay contributions to a leave fund in your home country?

In this case, please contact your responsible customer advisor. You will find further information on:

<https://www.soka-bau.de/europa/>

### List of activities

01 Structural engineering, masonry works

02 Concrete and steel work

03 Reinforcing tasks

05 Prefabricated construction

06 Carpentry work

07 Facade engineering

08 Stucco works and plastering

09 Insulation work, technical insulation work

10 Tiling & slab laying work

11 Screed work

13 Dry construction, assembly of windows + doors

15 Civil engineering works + special civil engineering works

17 Cable and pipeline underground engineering,  
pipeline construction

19 Earthmoving work / earthwork

20 Road works

23 Demolition work

24 Thermal insulation system works

25 Renting construction machines with operating personnel

26 Other works