***Form 1***

***POSTING DECLARATION***

This Declaration must be submitted before start of any work or service in Croatia, by electronic means, to the following e-mail address: postingdeclaration.inspektorat@mrosp.hr.

In case of posting, submitting this Declaration is obligatory for every employer posting workers to Croatia, regardless of the State of the establishment.

The foreign employer shall report any change of data referred to in this Posting Declaration (Form 2).

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date of submission (dd/mm/yyyy****)*

*(obligatory)*

**1. DATA OF THE SERVICE PROVIDER - FOREIGN EMPLOYER POSTING WORKERS**

**TO CROATIA**

Please mark the respective field with “X”, where applicable

|  |  |
| --- | --- |
| *State of the employer's establishment* | *[ ]  EEA country (EU, Norway, Iceland, Liechtenstein) or Switzerland**[ ]  third country* |
| *Full company name /Trading name*  |  |
| *TAX/VAT identification number or other identification number obtained for tax and insurance purposes* *(e.g. registration number, social security number)*  |  |
| ***Address of the registered office of the posting company or, where applicable, address of an employer - natural person*** |
| *Street and number* |  |
| *Town/City* |  |
| *Postal Code* |  |
| *Country* |  |
| ***Contact details of the employer*** |
| *Contact person* |  |
| *Telephone/Fax number* |  |
| *e-mail address* |  |
| *Temporary employment agency (hiring-out workers)* |  *[ ]  NO* |  *[ ]  YES* |
|

|  |
| --- |
| **If you cross border assign workers as a temporary employment agency, please indicate information about the user to which you post agency worker**  |
| *Full company name /Trading name of the user*  |  |
| *Address:*  *Street and number, Town/City, Postal Code, Country of the establishment(seat)* |  |
| *User's contact telephone number and e-mail address* |  |

 |
| *Service provider's sector of economic activity*  | *[ ]  construction**[ ]  other industrial activity* | *[ ]  wholesale and* *trade**[ ]  accomodation and food service* *[ ]  transport* | *[ ]  assignment of workers to service user**[ ]  other services* | *[ ]  agriculture* |
| *Providing services as:* |  *[ ]  contractor* *[ ]  subcontractor* |
| **If you post workers as a subcontractor, please indicate information about your direct contractor:** |
| *Full company name /Trading name* |  |
| *Street and number* |  |
| *Town/City* |  |
| *Postal Code* |  |
| *Country*  |  |
| *Telephone number and e-mail address* |  |

**2. DATA OF AUTHORIZED PERSON/S REPRESENTING SERVICE PROVIDER-EMPLOYER TOWARDS THIRD PARTIES** (e.g. director, procurator)

|  |  |
| --- | --- |
| *Name and surname* |  |
| *ID number* |  |
| *Date and place of birth (dd/mm/yyyy)*  |   |
| *e-mail address and telephone number* |  |

***Domicile***

|  |  |
| --- | --- |
| *Street and number* |  |
| *Postal code* |  |
| *Town/City* |  |
| *Country* |  |

**3.** **A** **CONTACT PERSON WHO, DURING THE POSTING PERIOD, KEEPS RELEVANT DOCUMENTATION IN CROATIA, AVAILABLE TO THE INSPECTING AUTHORITY AND OTHER CROATIAN COMPETENT AUTHORITIES** *(Article 86, paragraph 13 of the Foreigners Act)*

(designated and authorized by an employer, responsible for cooperation with authorities and keeping or making available and/or retaining copies, in paper or electronic form, relevant documents and providing all neccessary information)

***The data of an authorized person for keeping documents of posted workers during posting period***

|  |  |
| --- | --- |
| *Name and surname* |  |
| *Date and place of birth (dd/mm/yyyy)* |  |
| *Identity document No. (ID card or Passport)* |  |

***Address***

|  |  |
| --- | --- |
| *Street and number* |  |
| *Postal code* |  |
| *Town/City* |  |
| *Telephone number* |  |
| *e- mail address* |  |

**4.** **THE LOCATION** **IN CROATIA, CLEARLY IDENTIFIED, WHERE DOCUMENTS OF POSTED WORKERS REFFERED TO UNDER POINT 3. WILL BE KEPT AND AVAILABLE FOR THE INSPECTION PURPOSES**

*(Article 86, paragraph 13 of the Foreigners Act)*

(e.g. employment contracts, working time records, pay slips, records of wage payments)

***Address in Croatia***

|  |  |
| --- | --- |
| *Location name**(e.g. company name or name and surname)*  |  |
| *Street and number* |  |
| *Postal Code* |  |
| *Town/City* |  |
| *Contact telephone number* |  |

**5. DOMESTIC AUTHORIZED RECIPIENT IN CROATIA** *(Article 86, paragraph 14 of the Foreigners Act)*

(a person, staying in Croatia, authorized by the service provider/employer to act on his/her behalf in order to accept for her/his account the service of any document and/or notices to be served on employer, as well as to send out documents on behalf of employer and forward it to the employer

***Address in Croatia***

|  |  |
| --- | --- |
| *Name and surname* |  |
| *ID card or Passport No.* |  |
| *Street and number* |  |
| *Postal Code* |  |
| *Town/City* |  |

***Contact data***

|  |  |
| --- | --- |
| *e- mail address:* |  |
| *Telephone/fax number* |  |

**6. DATA OF SERVICE USER (recipient, client) IN CROATIA**

 *(a person to whom the service is intended)*

|  |  |
| --- | --- |
| *Name of legal person or name and surname if user is a natural person*  |  |

***Seat/Address***

|  |  |
| --- | --- |
| *Street and number* |  |
| *Postal Code* |  |
| *Town/City* |  |

**7. PLACE (ONE OR MORE) OF PROVIDING SERVICES/BUILDING SITE**

***Address -*** please indicate each workplace address of the posted worker/s activity

|  |  |  |
| --- | --- | --- |
| *Town/City* | *Postal code* | *Street and number* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

***Short description of******the service***

|  |
| --- |
|  |

**8. POSTING SITUATION INFORMATION**

 ***Duration***

|  |  |
| --- | --- |
| *Envisaged date of commencement of the posting of workers to Croatia* | FROM: |
| *Foreseen completion date of the posting of workers to Croatia* | TO: |

***Sector of activity***

Please mark the respective field with “X”, where applicable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Industry or service sector in which posted workers will temporarily carry out work in Croatia* | *[ ]  construction or construction related industries**[ ]  other industrial activity**(excluding construction)* | *[ ]  wholesale and trade**[ ]  accomodation and food service**[ ]  transport* | *[ ]  education, training**[ ]  other services* | *[ ]  agriculture, forestry**[ ]  other* |

Please mark the respective field with “X”

|  |  |
| --- | --- |
| *Please choose the posting situation*:[ ]  A[ ]  B[ ]  C | *A/****-*** *undertaking posting workers to Croatia on its account and under its direction, under a contract concluded between the undertaking making the posting and the party for whom the services are intended, operating in Croatia* |
| *B/**- posting workers to an establishment (branch) or to an undertaking owned by the same group in Croatia (intra-corporate transfer)* |
| *C/****-*** *posting as a temporary employment undertaking or placement agency, hiring out a worker to a user undertaking established or operating in Croatia* |

**9. DATA OF POSTED WORKERS POSTED TO CROATIA**

|  |  |
| --- | --- |
| *A total number of posted workers*  |  |
| *Number of posted workers- third country nationals holding work permit in employer's State of establishment is:* |  |

Third countries are all countries, except Switzerland and EEA members (EU, Norway, Iceland and Liechtenstein)

**POSTED WORKERS LIST**

*Enclosed posted workers list is an integral part of this Declaration*

|  |
| --- |
| *POSTED WORKER*  |
| *Name and surname* | *Date and place of birth**(dd/mm/yyyy)* | *ID card or Passport No*. | *Country of employment* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

|  |
| --- |
| **Please provide additional data, if from the posted workers list above, one or more workers is a third-country national, legally employed and holding a work permit in the employer's country of establishment:** |

|  |
| --- |
| *Additional data of posted worker – third-country national, working with a work permit in the State in which the employer-service provider is established :* |
| *Name and surname* | *Date of issue, the term of validity of* ***WORK permit,*** *competent body that issued the work permit* | *Competent body that issued the valid* ***STAY permit*** *in the State in which the foreign employer is established* |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
|  |  |  |  |

|  |
| --- |
| **STATEMENTS** I hereby declare and by my signature guarantee that all data given in this Declaration and any subsequently notified change, are true and correct, as well as that any change of data referred to in this Posting declaration will be duly notified, at latest three (3) working days after the change occurred. I hereby declare and by my signature guarantee that the person in the Republic of Croatia designated and indicated as a person to liaise with the competent authorities (domestic authorized recipient) is authorized to receive and send out documents and/or notices, for my account and on my behalf as the employer, and that he/she shall take receipt of any document to be served on me and that the authorized recipient will immediately forward served documents/notices to me, as the employer.  I hereby declare and by my signature guarantee that the designated and authorized contact person for cooperation with inspecting and other competent authorities shall during the posting period, keep or make available and/or retain copies, in paper or electronic form, relevant documents and provide all neccessary information. I hereby declare and guarantee that posted workers who are third country nationals (non- EEA and Switzerland) are legally employed according to the regulations of the State of my establishment.  |

|  |  |
| --- | --- |
| *Name and surname of the authorised person* |  |
| *Signature of the authorised person*  |  |