

From: **Employer** Place: _____ Date: _____

Company name: _____

Street address, number: _____

Post code, place: _____

Country where established: _____

Bundesfinanzdirektion West
Wörthstraße 1-3
50668 Cologne
Fax: +49 (0) 221/964870

Employer's Operational Scheduling for employment in an exclusively mobile activity

**pursuant to Art. 16 (1) Minimum Wage Act and/or Art. 18(1) Posted Workers Act
in conjunction with Art. 2 (1), no. 3, Ordinance on Minimum Wage Reporting Obligations**

Notice in accordance with the second sentence of Article 4 (3) Federal Data Protection Act (Bundesdatenschutzgesetz):

Pursuant to Article 2 (3) Ordinance on the Minimum Wage Reporting Obligations (Mindestlohnmeldeverordnung, MiLoMeldV) in conjunction with Article 16(1), first sentence and second sentence, Minimum Wage Act (Mindestlohngesetz, MiLoG) and Article 18(1), first sentence and second sentence, Posting of Workers Act (Arbeitnehmer-Entsendegesetz, AEntG) you are obliged to draw up and submit to the competent customs authority a German language version of an Operational Schedule that provides informations about the workers deployed by you in Germany. It shall state the start and expected end of their posting, the place where the documentation required by customs is kept available for inspection, and the contact persons and authorised representatives of your undertaking. The failure of submitting this notification including the required details, the submission of a wrong or incomplete or incorrectly completed notification, or the failure of submitting this notification in due course constitutes an administrative offence punishable by a fine of up to EUR 30,000.

Practical note:

Please complete this form electronically or in clearly legible block letters.

Sector to which the workers
are to be posted 1
(please select) _____

Time frame of scheduling
(maximum 6 months)

Start: _____

Expected end: _____

Place where the mandatory documents
(employment contracts, time sheets,
pay slips, proof of payment of wages)
will be kept available

Surname, first name: _____

Company: _____

Street, house number: _____

Postal code, place: _____

Assurance

I declare that I comply with the conditions of employment (as regards minimum pay and, where appropriate, duration of paid leave, holiday pay and the additional holiday bonus) stipulated in the Minimum Wage Act and/or the Posted Workers Act.

(Signature)

Assurance

I declare that, where the required documents are kept outside Germany, they will be provided to the German customs authorities upon request, and translated into German, for inspection in Germany.

(Signature)

Annex: List of names

1 This information is voluntary where workers paid pursuant to the MiLoG are posted to any of the sectors mentioned in Art. 2a of the Control of Unreported Employment Act.

Place: _____ Date: _____

Employer: _____

List of the workers being deployed

Surname, first name	Date of birth	Scheduled period of deployment in Germany		
		Start (precise date)	Expected end	Number of deployments