

Send to

Udbetaling Danmark  
Kongens Vænge 8  
3400 Hillerød

**International Social Sikring**  
**Apply for social insurance**  
**when working abroad**

**Send us following documentation with your application:**

- Copy of the employment contract
- Copy of the posting contract, which is a document that describes the terms and conditions of the work the employee will perform abroad

Both application and the documents must be sent to Udbetaling Danmark, International Social Sikring, Kongens Vænge 8, Hillerød 3400 or per e-mail [isos@atp.dk](mailto:isos@atp.dk).

**A. Personal data**

Danish personal registration number (CPR):

Name:	
Address:	Phone number:
Nationality:	

**B. Occupational information**

Job title:
Occupational status: <input type="checkbox"/> Employee <input type="checkbox"/> Self-employed company <input type="checkbox"/> Not in active employment

**C. Company information**

Company name:	VAT registration number:
Address:	Trade/Industry/Profession:
Phone number:	E-mail:
The company is: <input type="checkbox"/> Employer <input type="checkbox"/> Self-employed company <input type="checkbox"/> A recruitment agency	
If recruitment agency: Name: _____	VAT registration number:
Address:	

**D. Several employment relations**

Only to be filled in if the employee has more than one employer, or runs a self-employed company at the same time. <input type="checkbox"/> Has more than one employer <input type="checkbox"/> Runs a self-employed company	
Company name:	VAT registration number:
Address:	Trade/Industry/Profession:
Company name:	VAT registration number:
Address:	Trade/Industry/Profession:

## E. Work in one country

This section must be filled in if the employee is going to work in only one country. Go directly to section F if the employee is going to work in several countries.

Name of foreign company:		Job title in country of work:	
Address:		Country:	
Starting to work on:	Ending work on:		
Did the employee work in another country than Denmark immediately before this posting? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company address:		Country:	
Starting to work on:	Ending work on:		

### Affiliation to the posting employer

Who pays the salary of the posted employee? Company name:		Country:	
Who pays social security contributions for the employee? Company name:		Country:	
Will the employee, when the posting ends, remain employed with the posting company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the employee still be employed by the company during the posting? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the employee be covered by the company pension scheme during the posting? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the employee earn seniority during the posting ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any other affiliation with the posting company during the posting? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Newly employed

Only to be filled in if the employee is newly employed and must work abroad within three months from the date of employment.

Prior to joining the company, the employee was: <input type="checkbox"/> Employed by another company <input type="checkbox"/> Received unemployment benefits <input type="checkbox"/> Other (please specify): _____	
Which company was the employee employed at? Company name: _____	
Address:	VAT registration number:
Period of employment:	Country:

### Additional comments

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## The Danish company's activities in Denmark

1. Has the company received an approved A1 (decision on social security) form within the last year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has the employee worked for the company in Denmark for more than three months before the posting term?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No' to questions 1 and 2, then please read and answer the following: A posted employee can receive Danish social security if the company normally has extensive activity in Denmark and employs its employees in Denmark. It is therefore important that you send us a description of the company's activities together with the application. The description must contain information about: <ul style="list-style-type: none"><li>• What current and expected tasks does the company have that are performed in Denmark?</li><li>• How many employees are there in the company?</li><li>• How many of these perform tasks in Denmark and how many perform tasks abroad?</li><li>• How many administrative employees does the company have in Denmark?</li><li>• What turnover does the company have in Denmark and abroad?</li></ul> As documentation for the activity in Denmark, you can enclose a copy of contracts, accounts, invoices, or other relevant information. You must tick of the documents that you enclose in the application: <ul style="list-style-type: none"><li><input type="checkbox"/> A description of the company's activities (mandatory)</li><li><input type="checkbox"/> Copy of contracts</li><li><input type="checkbox"/> Copy of latest accounts</li><li><input type="checkbox"/> Copy of invoice for tasks performed in Denmark in the latest quarter</li><li><input type="checkbox"/> Other</li></ul>		

## F. Work in two or more countries

An employee works in two or more countries if it is a part of his or her job description to be on a business trip in two or more countries. This is also the case if the employee works in international transport such as an export driver.

**This section must be filled in if the employee is going to work in several countries.**

**Fill in section E if the employee is going to work in only one country.**

Starting:	Ending:
How much is the employee expected to work on average during the period?	
Country of residence _____ percent	Other countries _____ percent

The employee's working hours must be stated as a percentage

## Information about the foreign company

Company name:	
Address:	Country:

## Home base (should only be filled in if the employee is a flight or cabin crew member)

The employee's home base:
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## Shipping

The name of the ship: _____	The flag state of the ship: _____
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## Country of work

We only process application from employees who work in countries listed below. Please select all the countries in which the employee will be working.

Please, select all the countries in which the employee will be working. Also indicate the countries through which he/she will be traveling through if it is a part of his/hers work.

If the employee will be traveling by ship, the flag country of the ship shall be indicated as the country of work.

### Which country will the employee be working in?

x	Country	x	Country	x	Country
	Belgium		Israel		Romania
	Bosnia and Herzegovina		Italy		Schwitzerland
	Bulgaria		China		Serbia
	Canada (Quebec)		Croatia		Slovakia
	Canada (not Quebec)		Latvia		Slovenia
	Chile		Liechtenstein		Spain
	Cyprus		Lithuania		Great Britain and Northern Ireland
	Denmark		Luxemburg		Sweden
	Estonia		Former Republic of Macedonia		South Korea
	Philippines		Malta		Czech Republic
	Finland		Morocco		Turkey
	France		Montenegro		Germany
	Greece		New Zealand		USA
	Netherlands		Norway		Hungary
	India		Pakistan		Austria
	Ireland		Poland		

### G. Consent and signature

I consent to Udbetaling Danmark being able to exchange information with other authorities, employers, banks, etc., when necessary to process my case.	
Date:	Employer signature:
Date:	Employee signature:

### H. Comments

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