Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Justice and Police FDJP

State Secretariat for Migration SEM
Planning and Resources
Information Technology
Service Support

Notification procedure

User's Guide

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1. Overview

1.1 About this document

This User's Guide explains the various steps in the *notification procedure*.

In this User's Guide, fictitious data are used and shown. Where real data are visible, they have been greyed out to ensure data protection.

Gender-neutral formulation: in the interests of greater legibility, no gender-specific differentiation is made (e.g. he/she, his/her etc.). All role titles used are intended to refer to both genders.

1.2 General Information

Only one account (profile) may be created for each legal entity. Employers may only submit notification forms for their own employees

Within the framework of the online registration procedure, the following persons can work for a maximum of three months or ninety days during the calendar year. No foreign nationals permit is required; it suffices if you register online.

- EU/EFTA nationals taking up employment in Switzerland
- Employees posted by a company domiciled in one of the EU/EFTA member states, regardless of the employee's nationality. Third-state nationals are required to have been legally working in an EU/EFTA member state for at least 12 months prior to being posted to Switzerland
- Independent service providers from an EU/EFTA member state domiciled in an EU/EFTA member state

1.2.1 United Kingdom (Brexit)

Following the UK's exit from the EU and the end of the transition period on 31 December 2020, the Agreement on the Free Movement of Persons (AFMP) no longer applies with the United Kingdom. From 1 January 2021, UK citizens are no longer citizens of the EU.

On 25 February 2019, Switzerland and the UK signed an agreement on citizens' acquired rights, designed to protect the acquired rights of Swiss citizens living in the UK and of UK citizens living in Switzerland. The agreement accords fewer rights on service provision in Switzerland than the AFMP.

On 14 December 2020, Switzerland and the UK signed an agreement on mobility of service providers. This Services Mobility Agreement has been applied since 1 January 2021 and remains valid until 31 December 2025. It governs the reciprocal, facilitated access to the Swiss labour market for service providers from the UK for up to 90 days in any calendar year. Service providers are still required to complete the notification procedure. The new rules are similar to the notification procedure applicable to service providers from an EU/EFTA state.

Service providers from the UK, regardless of whether they have acquired rights, can benefit from this agreement and the favourable conditions for providing services in Switzerland.

The requirements to be met in the notification procedure depend on the type of activity set out below:

1) Notification procedure for short-term activities (employed status)
2) Notification procedure for service provision (self-employed or posted worker)

1) Notification procedure for short-term activities (employed status):

UK citizens taking up employment in Switzerland for a maximum period of three months can no longer use the notification procedure. These citizens need to have a work permit under the terms of the Foreign Nationals and Integration Act (FNIA).

The employer in Switzerland must make an application to the competent authorities.

2) Notification procedure for service provision:

Service provision from the UK:
Service providers, posted workers and self-employed UK citizens based in the UK are still required to complete the notification procedure. The new rules are similar to the notification procedure applicable to service providers from an EU/EFTA state.

Citizens of an EU/EFTA state or third country, regardless of nationality, can only be posted to Switzerland if integrated long-term in the regular labour market in the UK (either for at least twelve months with a temporary residence permit or with a settlement permit).

2.1 *Self-employed service provider*

To create a profile, please follow the steps under section 5.1.3 and select the country «United Kingdom (AFMP)».

Please note that it is no longer possible for a self-employed service provider with UK nationality living in an EU/EFTA member state to provide services in Switzerland via the notification procedure. These service providers must apply to the local canton for a work permit.

Self-employed service providers who are EU/EFTA nationals resident in the UK can continue to provide services if the following two conditions are met: The service provision has started no later than 31 December 2020 and a written contract has been concluded before that date. The date of the written contract must be entered in the comments field of the declaration. If this information is missing, the notification will be refused.
Once you have created your profile, please proceed to Section 6.3.

2.2 *Service provision by posted workers*

To create a profile, please follow the procedure under Section 5.1.2 and select the country «United Kingdom (AFMP)».
Once you have created your profile, please proceed to Section 6.2.

Your contacts for the notification procedure - at a glance

State Secretariat for Migration SEM:
Homepage (admin.ch)

Notification procedure - direct access:
Notification procedure for short-term work in Switzerland (admin.ch)

Adresses of cantonal authorities:
Kantonale Behörden für Meldeverfahren (admin.ch)

Information platform entsendung.ch – information on salaries/work, rights/obligations, penalties:
Posting - Welcome to posting.admin.ch

State Secretariat for Education, Research and Innovation SERI:
Competent Authority for Declaration (admin.ch)

Federal Tax Administration FTA – VAT-related matters:
Tax liability, relevant turnover, commencement of tax liability, registration (admin.ch)

Online notification is the usual procedure. If notification via the internet is not possible, it can exceptionally also be submitted by mail using a special notification form.

2. Information at a glance

Which information / document is required for notification?
Depending on the category (employment/provision of service[1]), you will be asked to provide different information on the online notification form. Make sure to have information/documents ready:

Short-term employment with a Swiss employer[2] (Chapter 6.1)

- From worker: ID card/passport so that you can enter personal details, information about the professional skills and activities to be carried out in Switzerland
- From Swiss employer: Name of person whom the authorities may contact for information
- **Job registration requirement:** Under Article 21a FNIA and Articles 53a-53e RecO employers must register job vacancies from 1 July 2018. The registration requirement applies to occupations with a national unemployment rate of 8% or more. Employers must register vacancies in these occupations with the regional unemployment office (RAV) and are only permitted to advertise them otherwise after five working days. In addition, employers must invite to an interview candidates whose file has been sent to them by the RAV office within three days and who they consider suitable for the vacancy. Further information including a list of the occupations subject to registration is available at Job registration requirement (arbeit.swiss). Any person who violates the registration requirement is liable to punishment under Art. 117a FNIA

Posted workers (Chapter 6.2)

- From worker: ID card/passport so that you can enter personal details, information about the place and duration of work, social insurance number in the country of residence, wage to be paid during the period of work in Switzerland, information about the professional skills and activities to be carried out in Switzerland, and (in the case of third-state nationals) the residence permit issued to the worker in the country from which he/she is being sent.
- Contact address in Switzerland: Address of company, contact person incl. tel. and/or e-mail address.
- From company sending the worker: name of contact person at company.

Self-employed service provider (Chapter 6.3)

- ID card/passport so that you can enter personal details of the self-employed service provider, information about the company and information about the activities to be carried out in Switzerland
- Contact address in Switzerland: Address of company, contact person incl. tel. and/or e-mail

[1] Workers fall into one of two categories: self-employed service providers and posted workers
[2] Swiss employers are responsible for the notification, which must take place no later than one day prior to commencement of work.

What do you need to bear in mind?
Employers that violate the provisions of the Posted Workers Act (PWA, SR 823.20), particularly the provisions concerning the notification requirement and Swiss salary and working conditions, may be liable to fines. The following matters are particularly important to bear in mind:

Emergency arrangements - exceptions to 8-day prior notice period
If you wish to post a worker to Switzerland or provide services in Switzerland, you must notify the authorities 8 days beforehand. In emergency cases, work may begin within the 8-day period but no earlier than on the day of notification. Emergency cases[3] must be announced and explained when registering (Field «Comment» in the online notification {see chapters 6.2.5 no. 3 and 6.3.5 no. 3})

The reasons justifying the emergency case will be recognised by the cantonal authorities if the following **prerequisites** are cumulatively met:
- The work to be done addresses unexpected occurrence of damage and is intended to prevent further damage
- The work to be done is carried out immediately, generally no later than three calendar days (incl. Sunday and public holidays) after the damage took place

The need to carry out work within the 8-day period may be recognised on an **exceptional** basis in the following cases:
- if absolutely essential machinery, equipment, transport facilities and vehicles require repairs following serious disruptions or damage
- if the aim is to restore business operations that have been disrupted as a direct result of force majeure or to prevent such business operations from being disrupted by such circumstances
- if the aim is to prevent or restore disruptions of power, heat or water supply or private or public transport
- if indispensable and urgently necessary measures must be taken to preserve the lives and health of people and animals and prevent environmental damage
- if work needs to be rescheduled earlier because the branch of activity is dependent upon weather conditions (e.g. abrupt change of weather conditions, such as sudden drop in temperature following extensive period of heat). The work to be performed can only be carried out under specific weather conditions and postponement of work would be technically impossible or economically unviable despite adequate protective measures (e.g. the sealing of all types of joints during very cold temperatures)

[3] Additional information concerning recognition of emergency situations can be found in the *Directives and Explanations of the Freedom of Movement Introduction Ordinance* (FMIO, SR 142.203) FMIO Directives Weisungen VEP (in German), no. 3.3.5

Subsequent changes to notification (see chapters 6.1.6, 6.2.6 and 6.3.6)
All changes must **immediately** be reported to the competent cantonal authority (or at the very latest prior to commencement of work, or if the duration of work needs to be shortened or extended, prior to the change being made to the reported duration of work).

If the notification was made online, then the competent authority must be notified of the change by **e-mail** and with reference to the previous notification (under no circumstances should a new online notification be made). The following changes to the notification must be reported:

- Postponement of the period of work to a later date
- Shortening or lengthening of the duration of work
- Interruption of work
- cancellation of the notification

A **new online notification** must be made in the following cases:

- Postponement of the period of work to a later date
- Registration of a replacement worker (e.g. in the case of illness)
- Registration of additional workers
- Resumption of work following interruption; follow-up work (maintenance or satisfying warranty requirements) for the same project.

The new notification must be made no later than the first day of work and must include reference to a previously submitted notification. In the above-mentioned cases, a new notification will not give rise to a new 8-day prior notification period; the date when the first notification was submitted will remain valid for calculation purposes.

Submitting a notification for owners (directors and/or partners) of a company
(see chapters 6.2.4 and 6.3)

When submitting a notification for **several owners of a company** (for example a limited liability company), we recommend you clarify beforehand whether the owner is legally subordinate to the employer (i.e. the company) or bears the main business and/or economic risk with regard to the company in question. This, among other factors, determines whether a person who wishes to provide a service in Switzerland should be notified as a posted worker or a self-employed person.

1. Position of subordination: If the person is employed by the company or in a position similar to an employee, we advise you classify the person as an employee and notify them as a 'posted worker' of the company. The same applies, under certain circumstances, to owners or shareholders of a private company or stock corporation, and to 'third-party managers' (i.e. managers who own no or only marginal company shares in a limited liability company) if a position of subordination exists or prevails.
2. Responsiblitiy for business or economic risk: If the owner and/or director of a limited liability company bears the main business or economic risk, and if that person is not in a position of subordination in terms of an employment or employment-like relationship vis-a-vis the company, we advise you notify the person as a self-employed service provider.
Only one person may be mentioned in the notification as a self-employed service provider. If the conditions mentioned in point 2 apply to further owners, they must be notified (for technical reasons) as 'posted workers' of the company. However, in the 'Notification comments' field (at the bottom of the page), you may indicate that the individuals mentioned as posted workers are also owners of the company and are therefore self-employed.

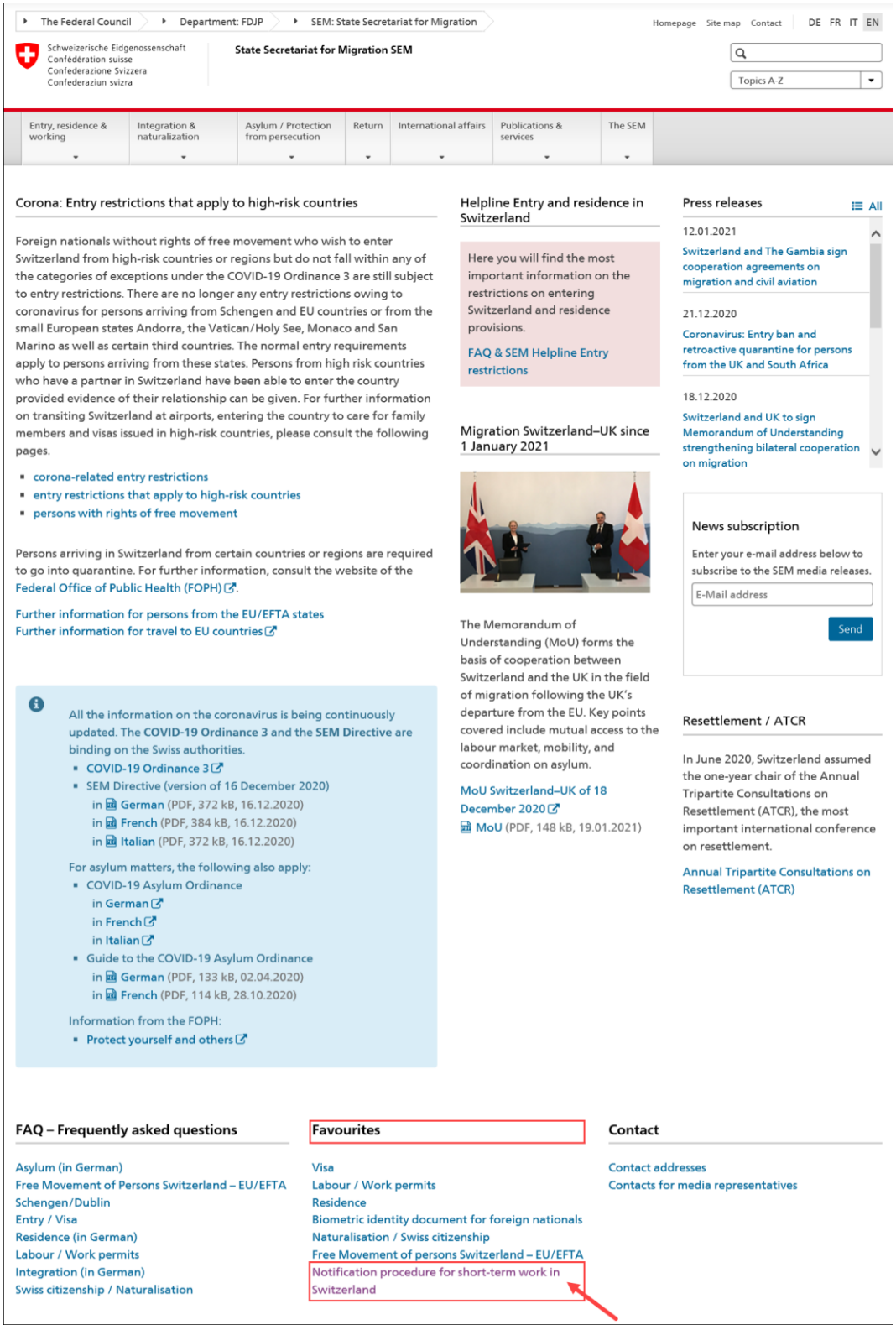
The cantons are responsible for verifying each case. If you have any questions, it is advisable to contact the cantonal authority responsible before submitting the notification.

Good to know:
See confirmations. Our web application provides a confirmation message once your notification has been reviewed by the cantonal authority. You will receive an e-mail message as soon as your notification has been processed and confirmed. Beneath the menu *See confirmations* you have the possibility of viewing, downloading and/or printing confirmation messages.

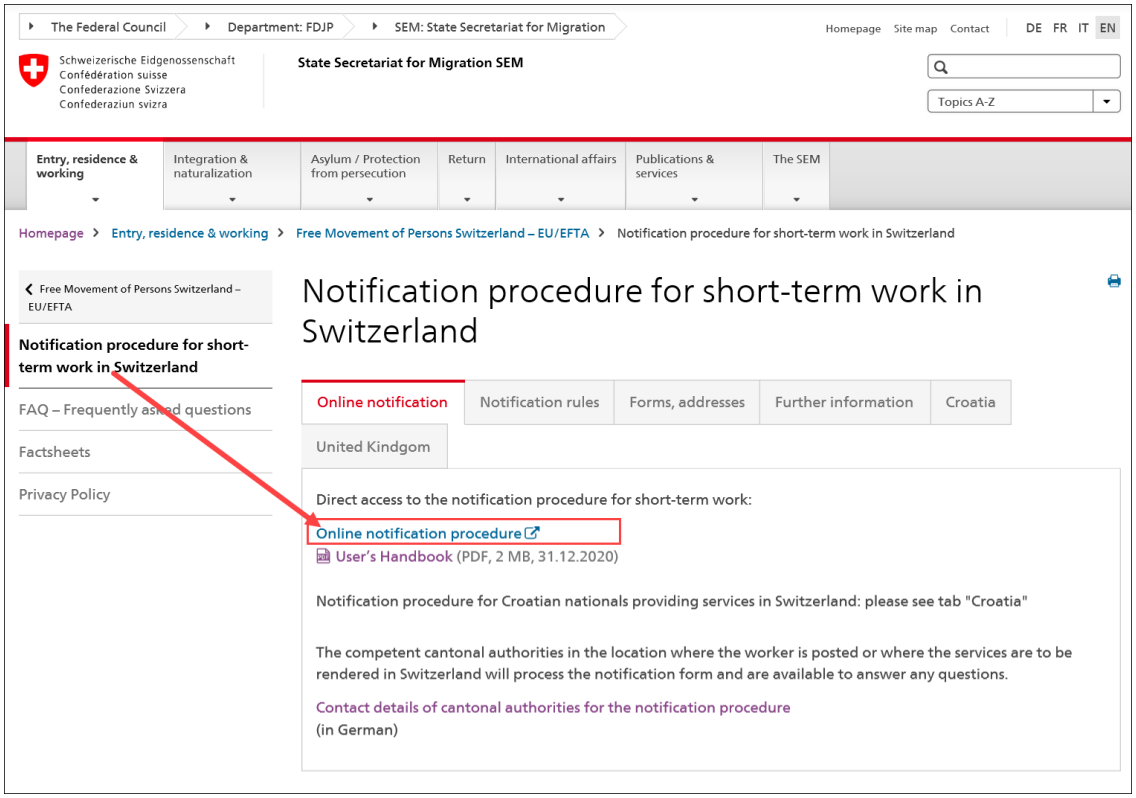
3. Starting the notification procedure

In order to start the notification procedure, go to the website
https://www.sem.admin.ch/sem/en/home.html

Then scroll down to **Favourites** and click on
Notification procedure for short-term work in Switzerland (admin.ch)



The following page will be displayed. This page contains all of the key information and instructions concerning the notification procedure.

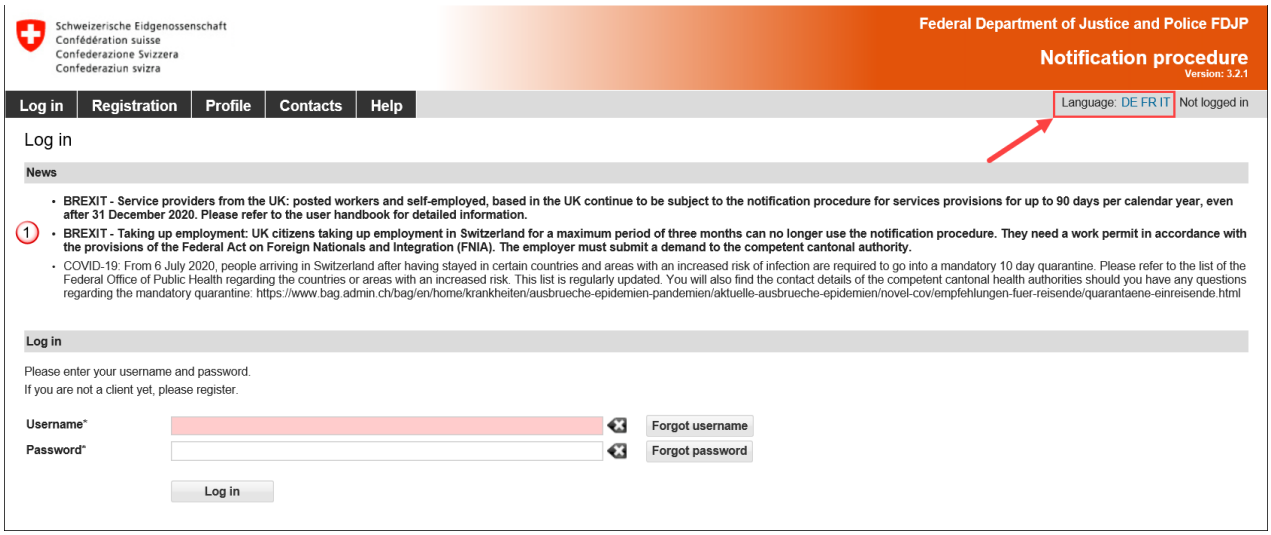


Now click on *Online notification procedure* to launch the application.

4. Homepage

If you have already created a profile, log in with your username and password. Information on the notification procedure for short-term stays can be found in chapter 6. Notification of short-term stays.

If you have not yet created a profile, go to chapter 5.1 Creating a profile.

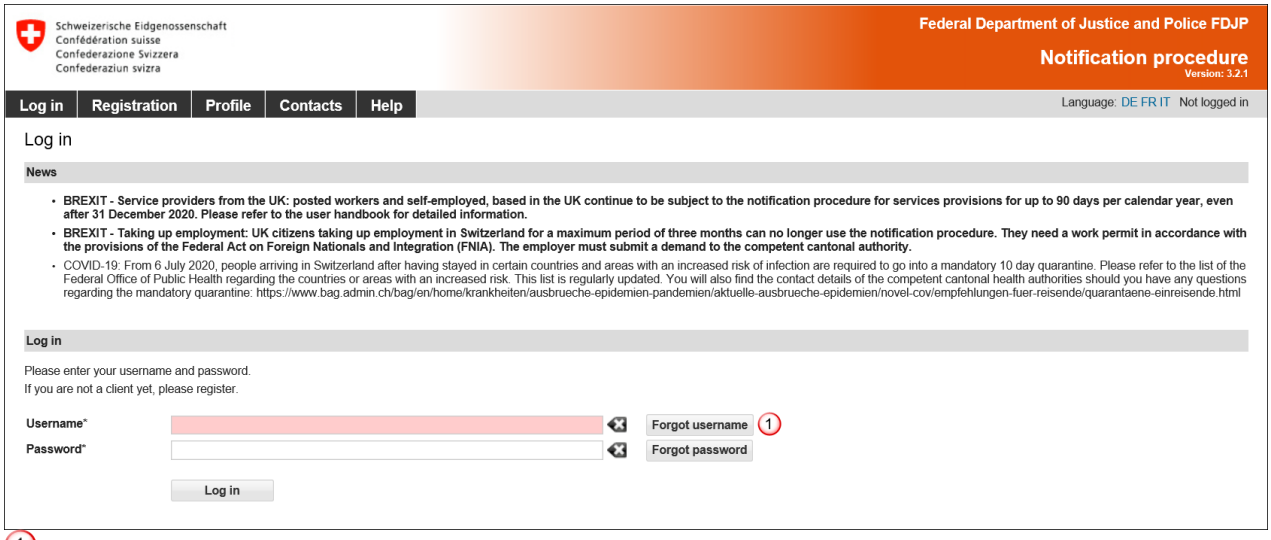


You may change the language of the interface by clicking on one of the language abbreviations in the upper-right corner. It is also possible to change the language of your profile (see chapter 5.3).

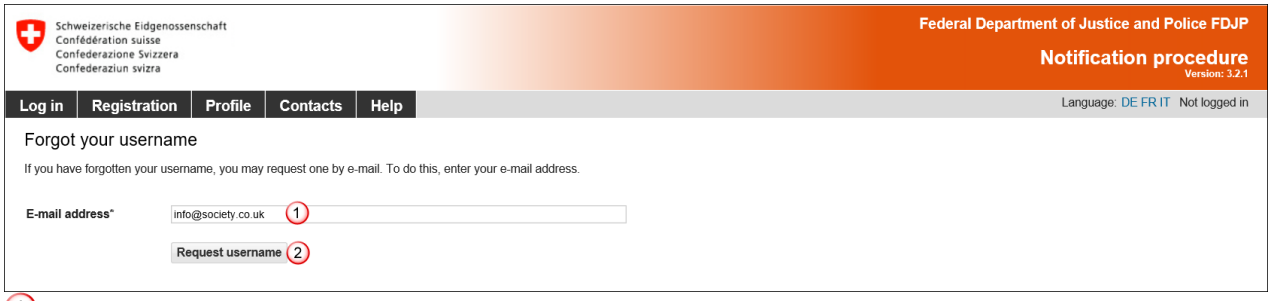
The News-section (1) lists messages regarding the application (information, interruptions etc.)

4.1 Forgot username

If you have forgotten your user name, you can request it by e-mail.



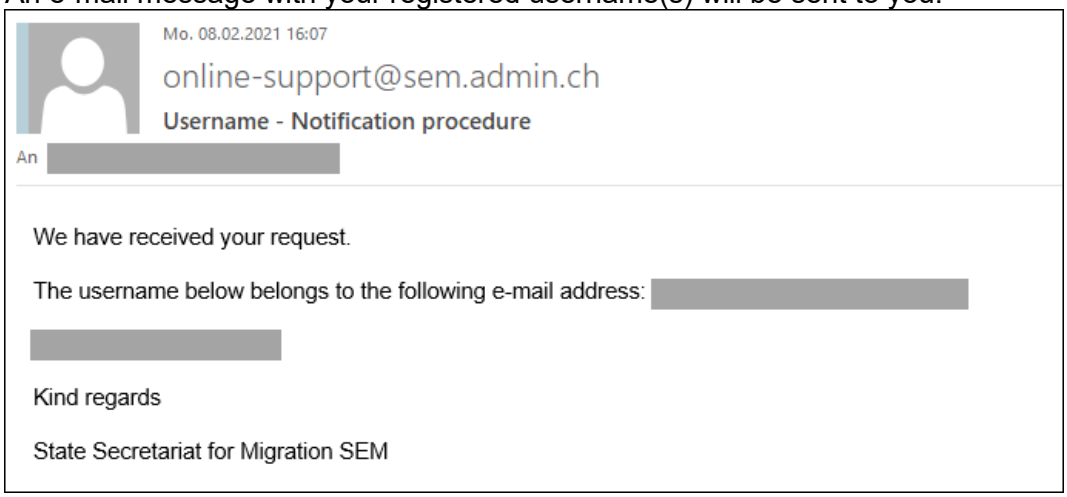
(1) Click on *Forgot username*



1 Enter the e-mail address that you registered when your profile was created

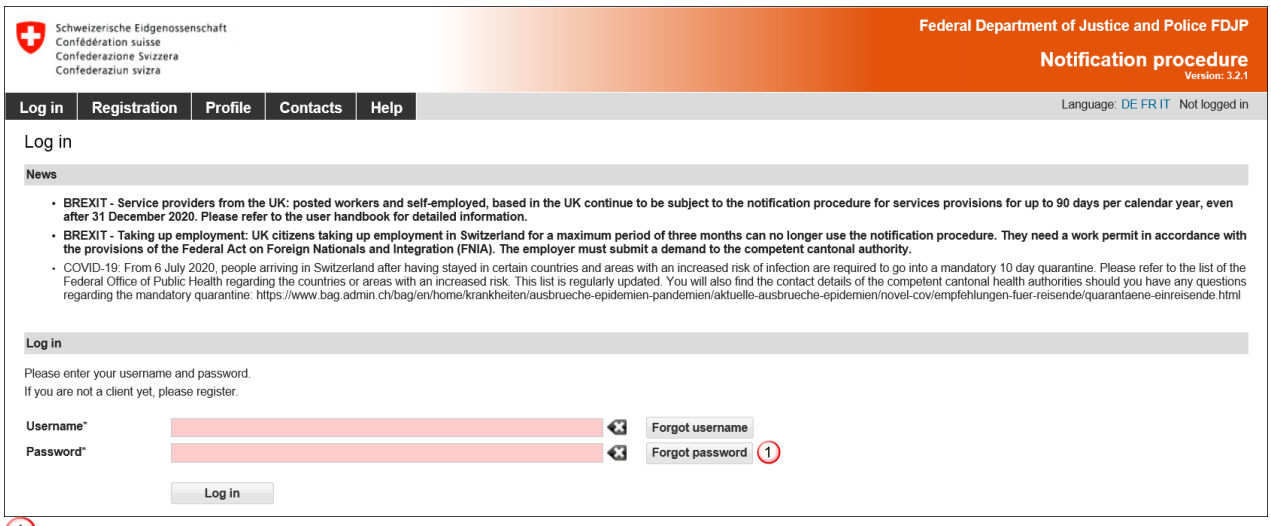
2 Click on *Request username*

An e-mail message with your registered username(s) will be sent to you.

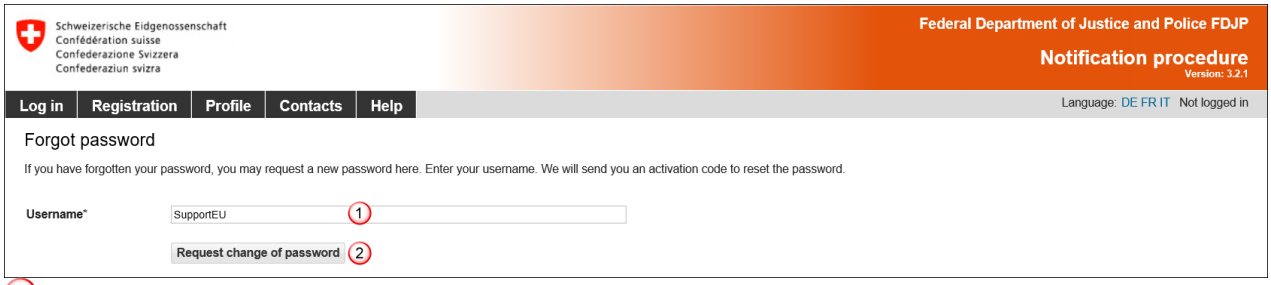


4.2 Changing your password

If you have forgotten your password, you can request a new one.

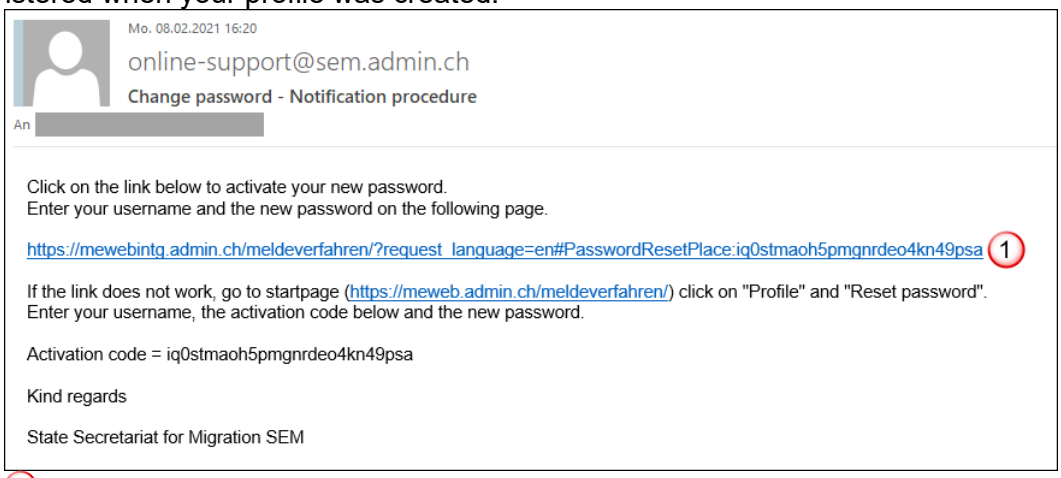


1 Click on *Forgot password*

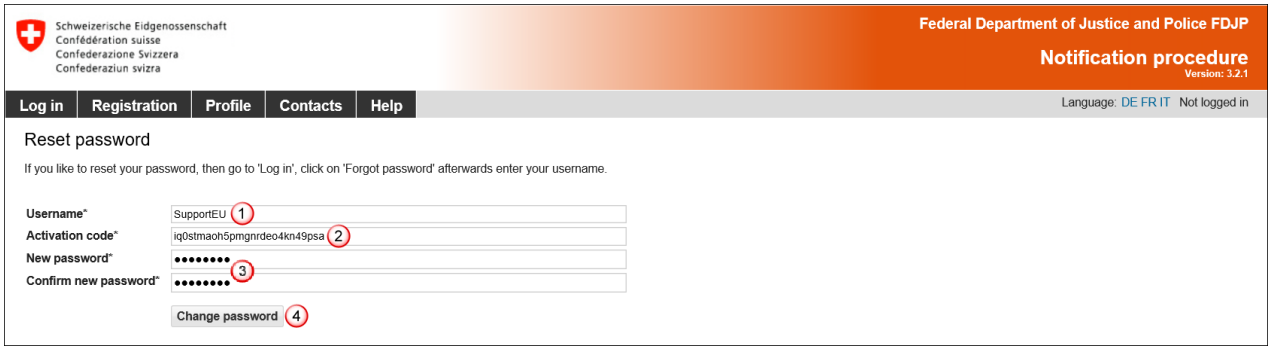


1. Enter your username
2. Click on *Request change of password*

An e-mail message containing the activation code will be sent to the e-mail address that you registered when your profile was created:



1. Click on the link in the e-mail message to go to the page «Reset password»:



The following details must be completed:

1. Your username
2. The activation code was automatically taken from the mail.
3. Choose your new password. The password must be at least **8 characters long** and include at least one **digit**, one **lower-case letter** and one **upper-case letter.** Spaces, special characters and accents are not permitted
4. Then click on *Change password*

You will receive a message confirming that your password has been changed:

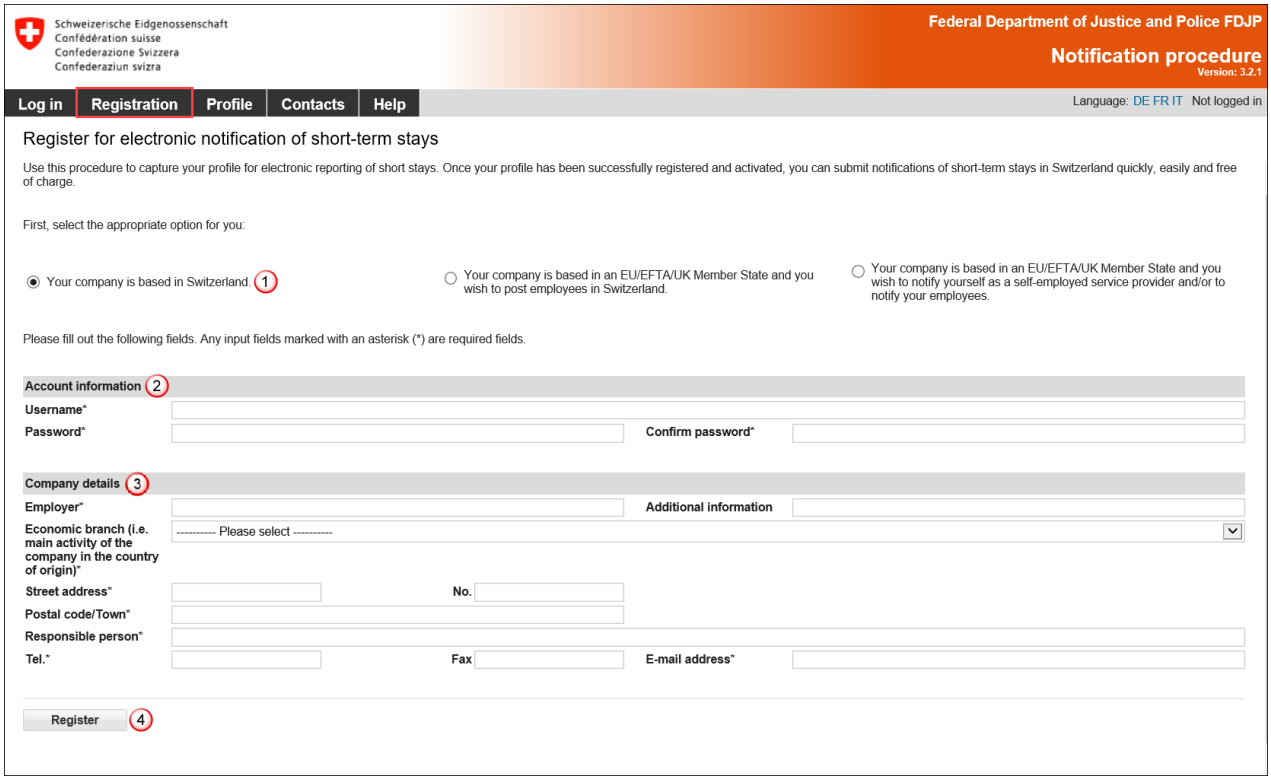
If you are not automatically redirected to the page «Reset password», click on the link provided in the e-mail message and then click on the menu item *Profile – Change password*. Enter the required details and copy the complete activation code from the e-mail message.

5. Management of the client profile

5.1 Creating a profile

Click on the *Registration* menu item on the start page.

5.1.1 Creating a profile for Swiss-domiciled companies



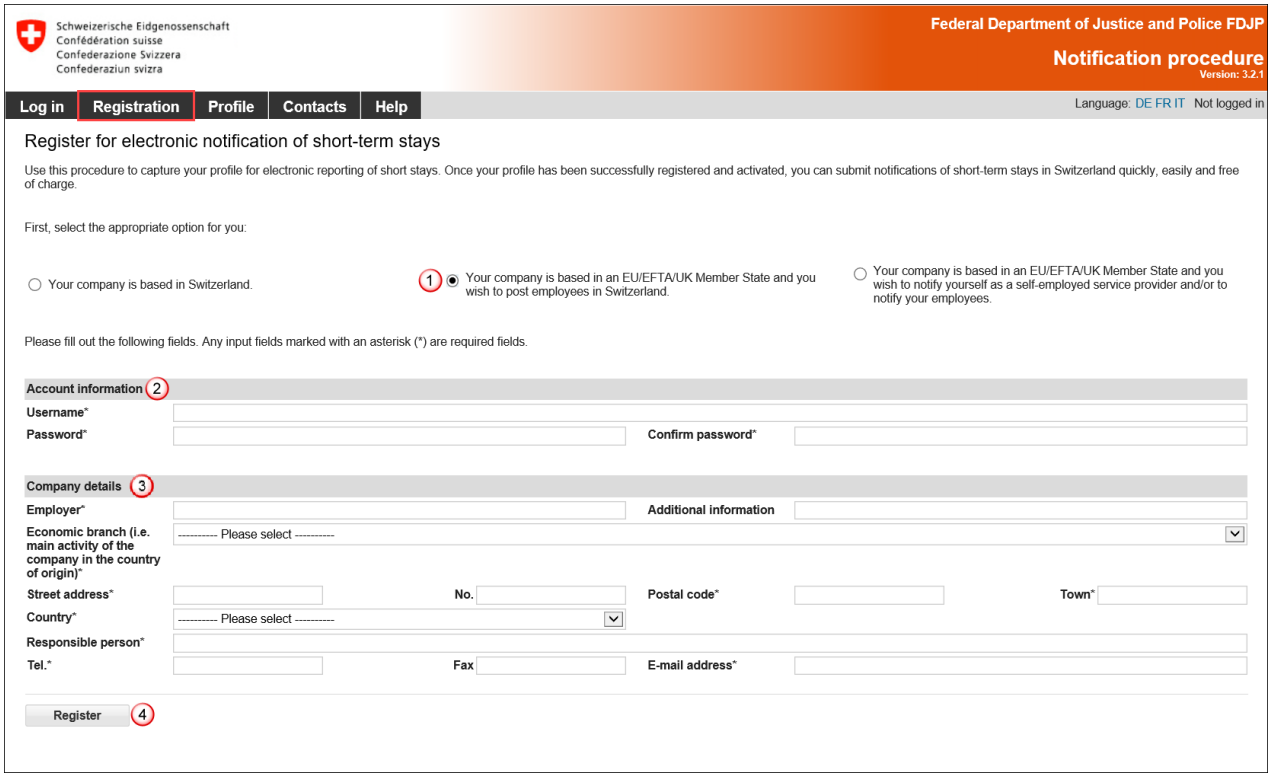
All fields marked with an asterisk **(*)** are required fields.

The following details must be completed:

1. Choose the option for a company in Switzerland
2. Account details
   - The **username** must be at least **3 characters long**, must be comprised only of **lower- and upper-case letters** as well as **digits and the special characters "@ - . _"** . Spaces, special characters and accents are not permitted
   - The password must be at least **8 characters long** and must include at least one **digit**, one **lower-case letter and** one **upper-case letter.** Spaces, special characters and accents are not permitted
3. Information about the company
   - Indicate the correct name of the company
   - Select the economic branch
   - Enter the exact street address of the company
   - Enter the postal code and town: as soon as you have typed the first three characters (digits or letters), the system will automatically display suggested postal codes and towns
   - Enter the name of the person in charge
   - Enter telephone number (and possibly fax number), without spaces or special characters
   - Enter a valid e-mail address
4. To proceed, click on *Register*

For information on how to activate your profile, go to chapter 0.

5.1.2 Creating a profile for companies from an EU/EFTA/UK member state



All fields marked with an asterisk **(*)** are required fields.

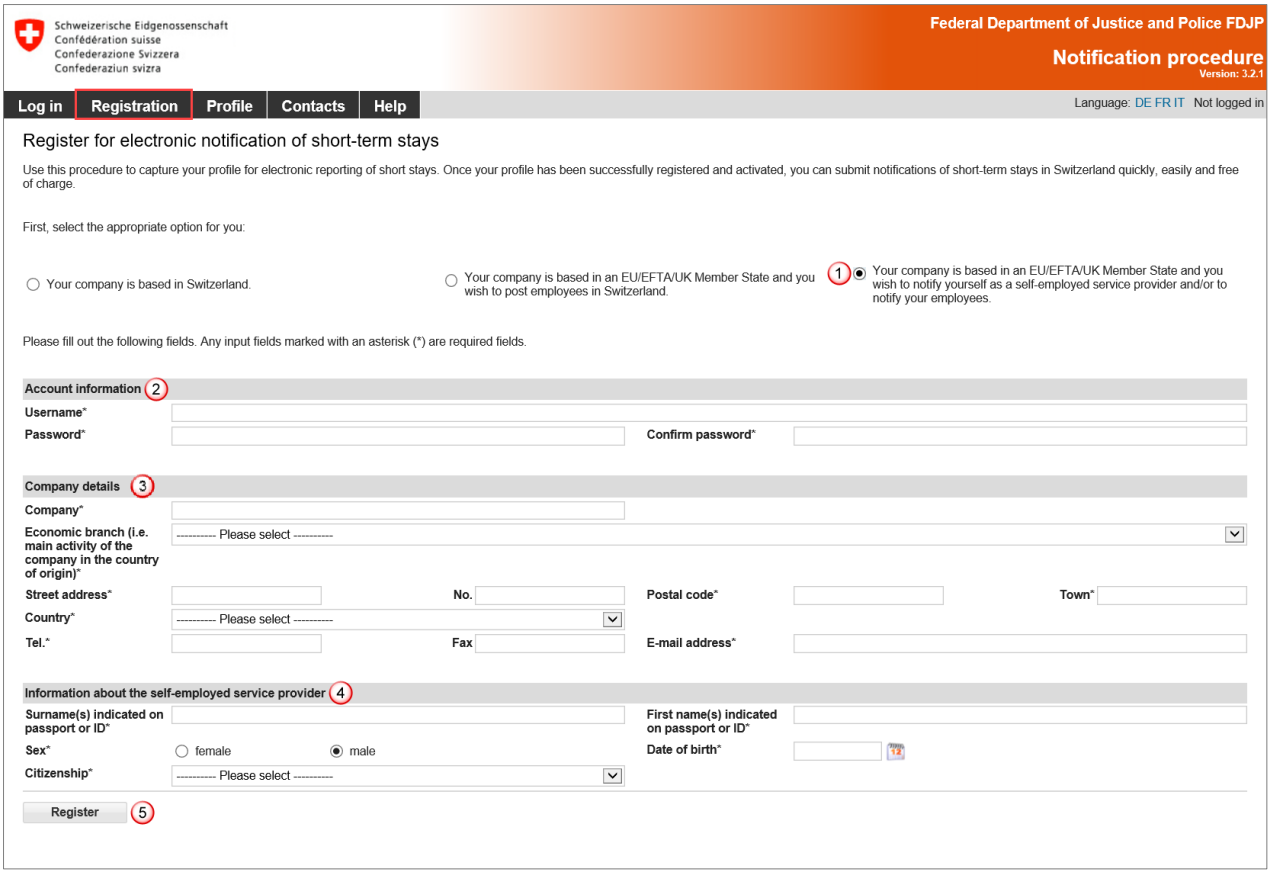
The following details must be completed:

1. Choose the option for a company domiciled in an EU/EFTA/UK member state
2. Account details
   - The **username** must be at least **3 characters long**, must be comprised only of **lower- and upper-case letters** as well as **digits and the special characters "@ - . _"** . Spaces, special characters and accents are not permitted
   - The password must be at least **8 characters long** and must include at least one **digit**, one **lower-case letter and** one **upper-case letter.** Spaces, special characters and accents are not permitted
3. Information about the company
   - Indicate the correct name of the company
   - Select the economic branch
   - Enter the exact street address of the company
   - Enter the postal code and town
   - Select the country
   - Enter the name of the person in charge
   - Enter telephone number (and possibly fax number), without spaces or special characters
   - Enter a valid e-mail address
4. To proceed, click on *Register*

For information on how to activate your profile, go to chapter 0.

5.1.3 Creating a profile for self-employed service providers from an EU/EFTA/UK member state

If asked to do so, self-employed service providers must **provide the competent authorities with proof of their self-employed status.** Additional information about this can be found on the website Posting - Welcome to posting.admin.ch.



All fields marked with an asterisk **(*)** are required fields.

The following details must be completed:

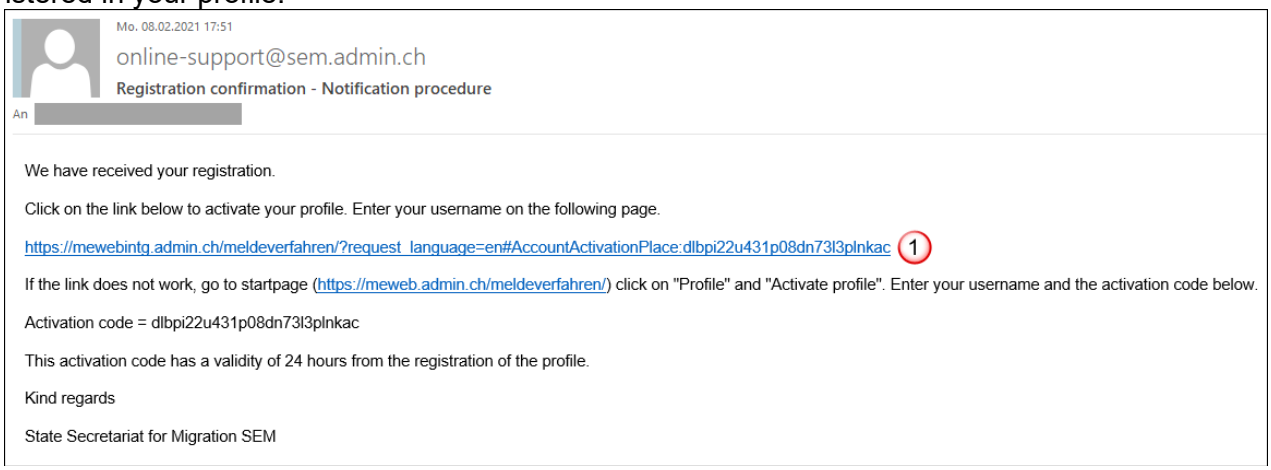
1. Choose the option for a self-employed service provider
2. Account details
   - The **username** must be at least **3 characters long**, must be comprised only of **lower- and upper-case letters** as well as **digits and the special characters "@ - . _"** . Spaces, special characters and accents are not permitted
   - The password must be at least **8 characters long** and must include at least one **digit**, one **lower-case letter and** one **upper-case letter.** Spaces, special characters and accents are not permitted
3. Information about the company
   - Indicate the correct name of the company
   - Select the economic branch
   - Enter the exact street address of the company
   - Enter the postal code and town
   - Select the country
   - Enter telephone number (and possibly fax number), without spaces or special characters
   - Enter a valid e-mail address

4. Contact details and information about self-employed service provider
   - Enter surname of self-employed service provider
   - Enter first name of self-employed service provider
   - Select gender
   - Enter date of birth (DD MM YYYY)
   - Select citizenship
5. To proceed, click on *Register*

For information on how to activate your profile, go to chapter 0.

5.2 Activating a profile

After clicking on *Register*, an activation code will automatically be sent to the e-mail address registered in your profile:



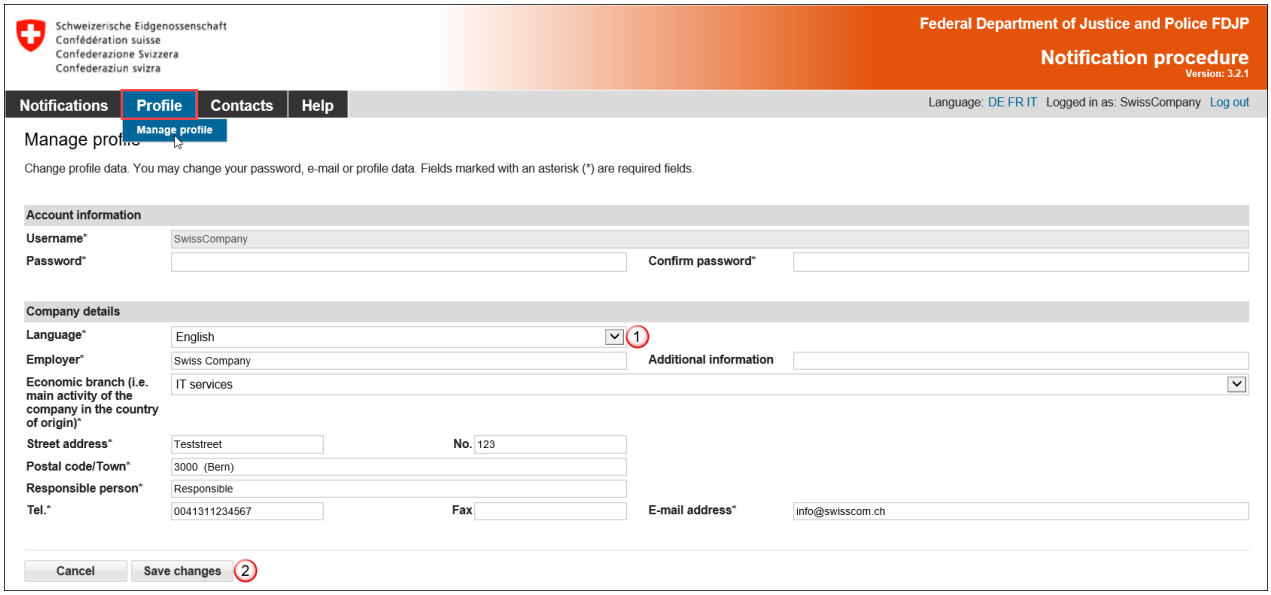
1. Click on the link provided in the e-mail message to go to the page «Activate profile»:

The following details must be completed:
1. Enter your username
2. The activation code has been automatically taken from the e-mail
3. Click on *Activate profile*

If you are not automatically redirected to the page «Activate profile», click on the link provided in the e-mail message and then click on the menu item *Profile – Activate profile*. Enter your username and copy the complete activation code from the e-mail message.

5.3 Making changes to profile data

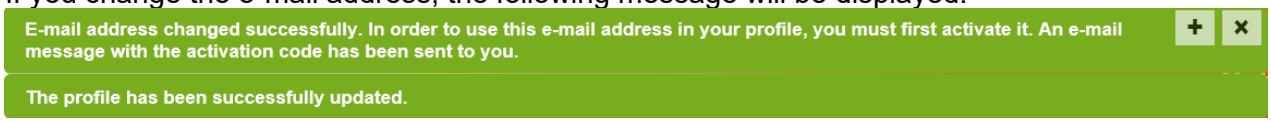
To change the data in your profile, you must click on *Profile* - *Manage profile*.



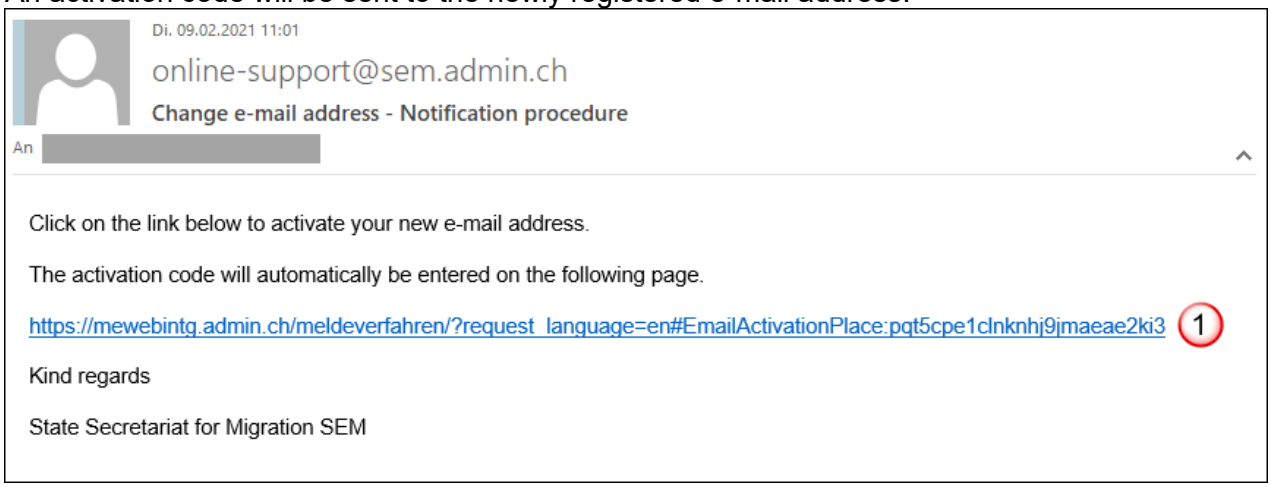
Except for the user name, all data can be changed.

1. To switch the language, you must log in again.
2. To confirm the changes, click on *Save changes*

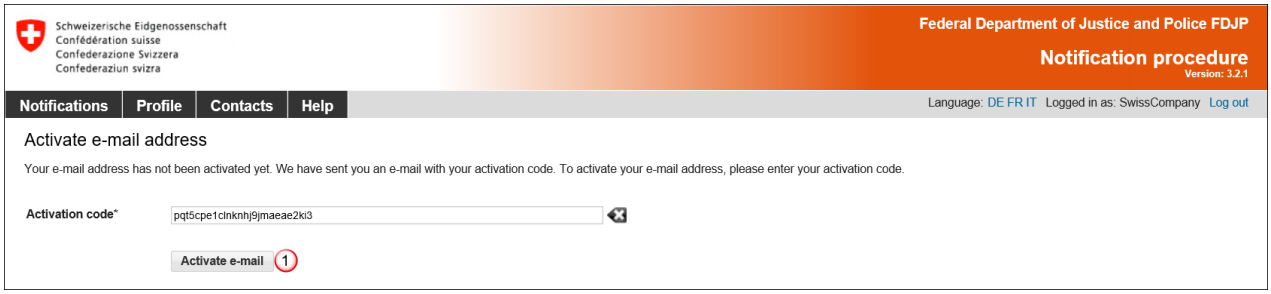
If you change the e-mail address, the following message will be displayed:



An activation code will be sent to the newly registered e-mail address:



1. Click on the link provided in the e-mail message to go to the page «Activate e-mail address»:

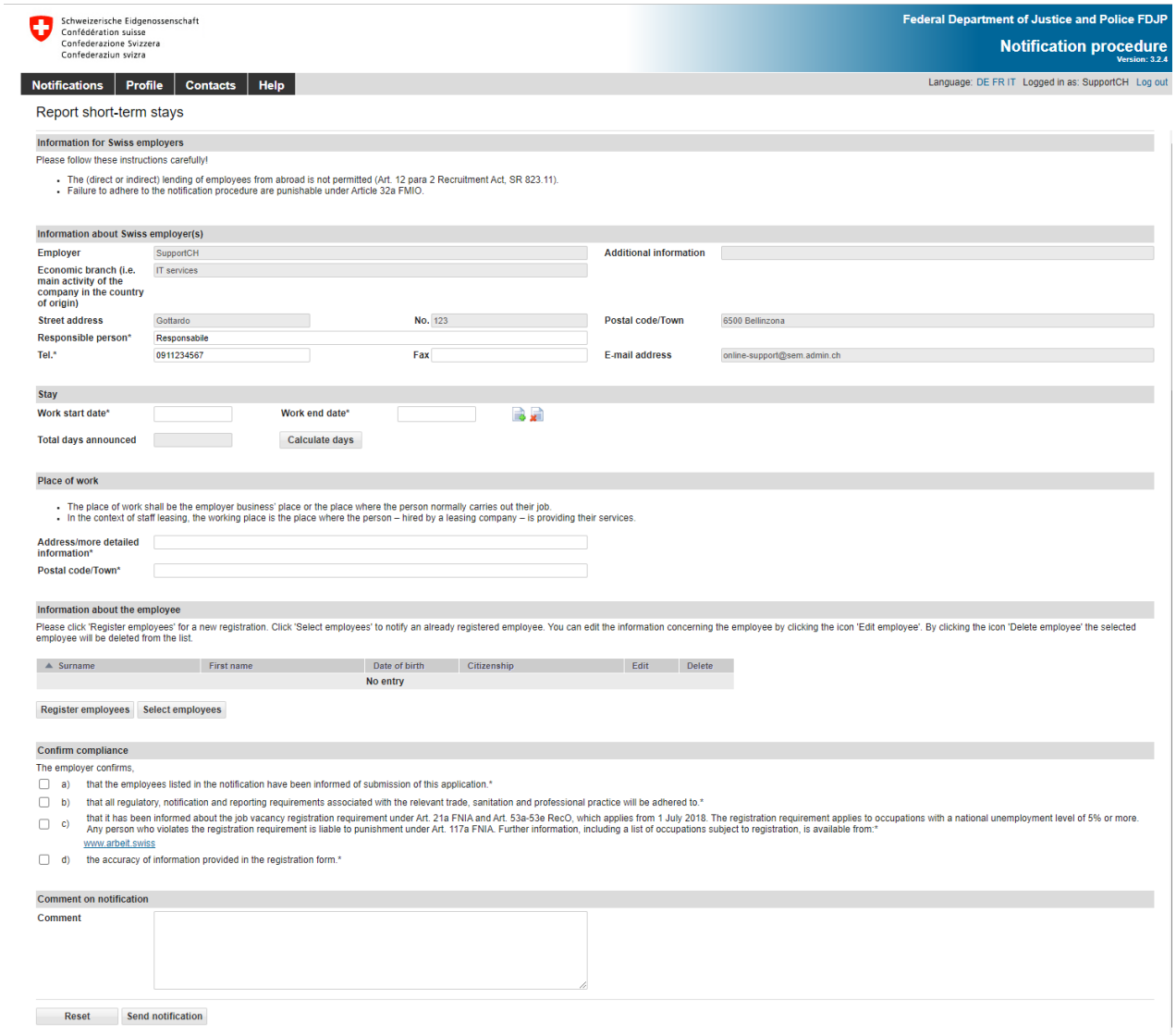


1 Click on *Activate e-mail*. The activation code has been automatically taken from the e-mail. Your e-mail address has now been changed in the profile.

6. Notification of short-term stays

6.1 Notification of short-term stays for Swiss employers

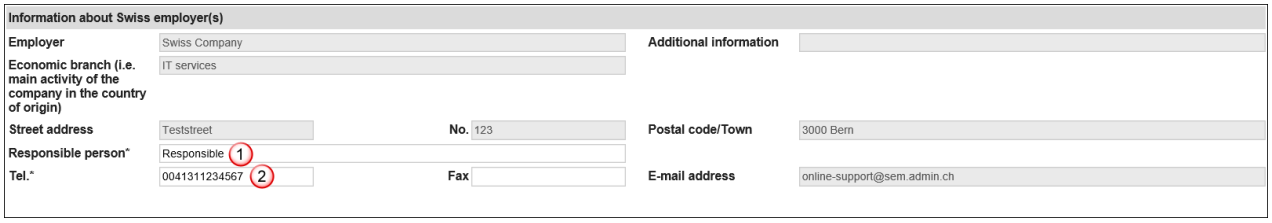
The online notification form is displayed on a single page.



The notification must be completed **no later than one day prior to commencement of work**.

6.1.1 Information about Swiss employer

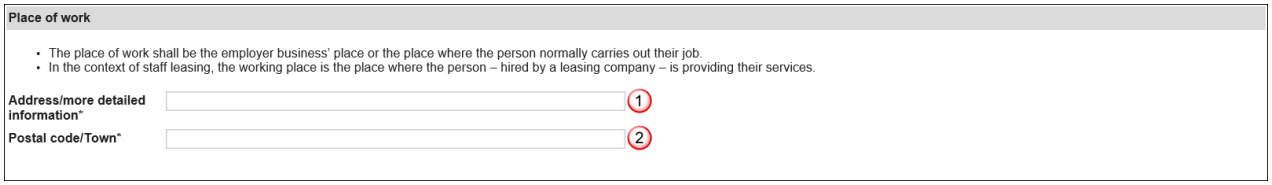
The data of your profile has already been taken here. If necessary, you must adjust the details of the responsible person (items ① and ②).



6.1.2 Indicating duration of stay

1. Select or directly enter the Work start date (DDMMYYYY). If the notification only covers one day, then only this field needs to be filled out. In the Work end date field, the same date will automatically appear
2. Select or directly enter the Work end date (DDMMYYYY)
3. You have the option of calculating the total number of days reported for the current notification. Click on *Calculate days*
4. Here you may *Add a stay* by clicking on the icon. You may add up to 24 stays per notification
5. Here you may *Delete a stay* by clicking on the icon

6.1.3 Indicating place of work



The place of work shall be the employer business' place or the place where the person normally carries out their job.
In the context of staff leasing, the place of work is the place where the person – hired by a leasing company – is providing their services.

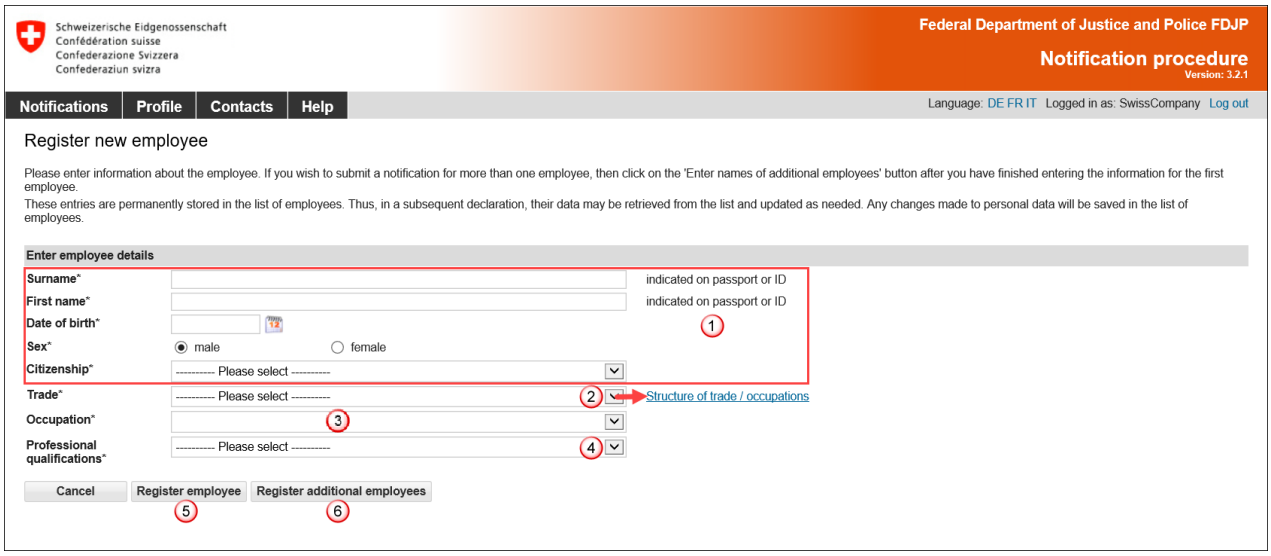
1. Indicate address/detailed information. If possible, give the exact name of the place where the gainful activity is carried out. It can be the location of a construction site, the exact address of a client, etc.
2. Enter the postal code and town: as soon as you have typed the first three characters (digits or letters), the system will automatically display suggested postal codes and towns

6.1.4 Registering employees

1. Click on *Register employees* to enter the person's data
2. If you have already created notifications with this profile, then you may re-select employees by clicking on *Select employees.*

Registering new employees

Click on *Register employees* to display the following page. Here you may enter information about the new employee to be included in the notification:



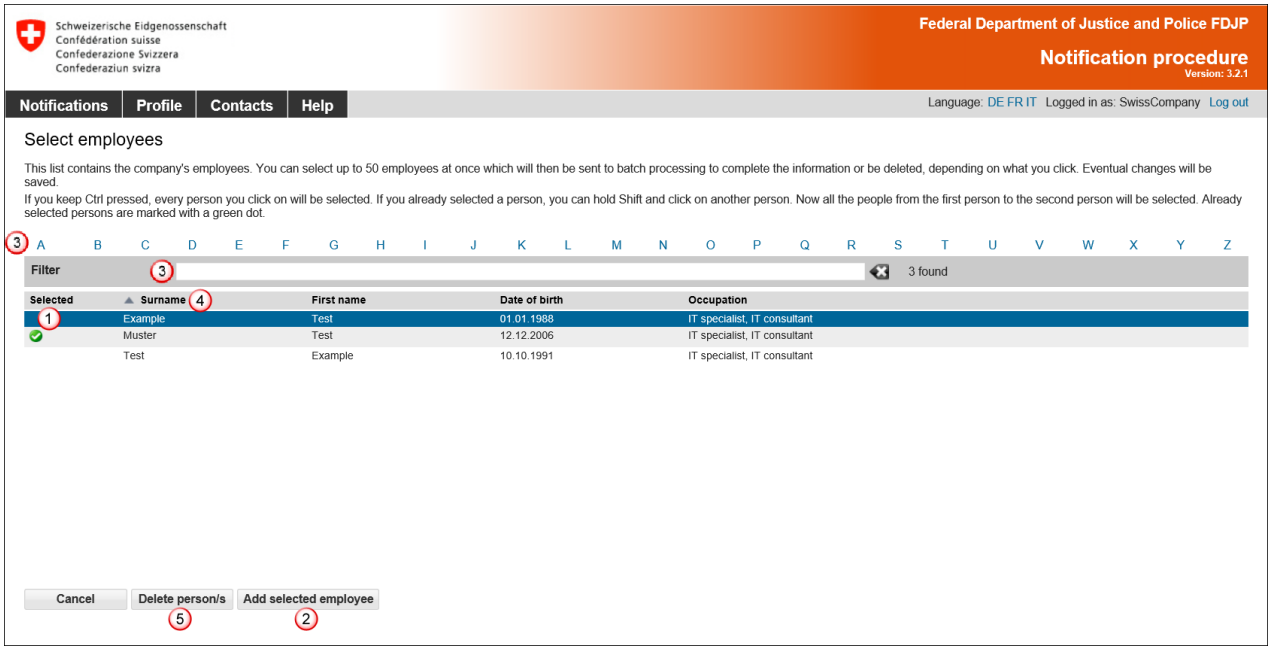
All fields marked with an asterisk **(*)** are required fields.

1. The personal details must correspond to those in the travel document (passport, ID)
2. Select the trade from the drop-down menu. If you do not find the appropriate trade or activity, we recommend that you look in the Structure of trade / occupations next to the selection. If you do not find what you are looking for, please contact the competent cantonal authority
3. Selection of the exact description of the activity that the employee performs in Switzerland from the drop-down menu
4. Selection of the professional qualification from the drop-down menu
5. Click on *Register employee* to enter data and return to the notification
6. Click on *Register additional employees* if you wish to register additional employees.

The employee's data is automatically saved in the list of employees and can be reused for later notifications.

Selecting employees from list of already registered employees

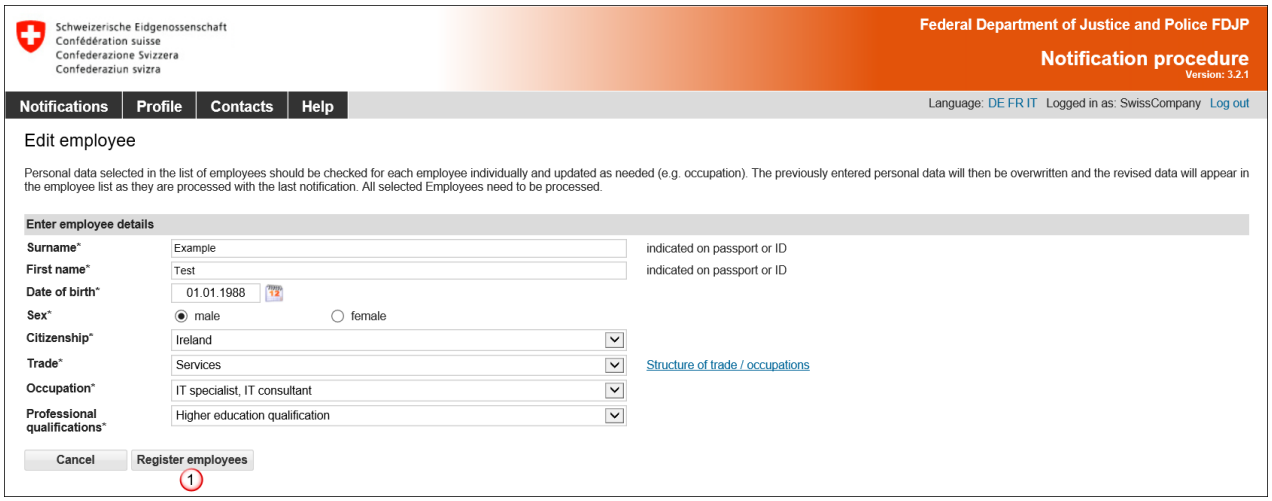
If you have already created notifications with this profile, then you may re-select employees by clicking on *Select employees.* The green check mark indicates which workers have already been added.



1. Click on the line corresponding to the desired employee. If you wish to select several employees, press and maintain the [Ctrl] key while clicking on the various lines
2. You may add employees to your notification by clicking on *Add selected employee*
3. You may filter the selection by clicking on the first letter of the name, or enter search criteria in the «Filter» section (at least 3 characters)
4. Click on the title to sort employees by Surname, First name, Date of birth and Occupation
5. To delete employees from the list, click on *Delete person/s*

If your list contains more than 1000 employees, you must filter the display by clicking on one of the blue letters. Then only the employees whose surnames begin with the corresponding letter are displayed.

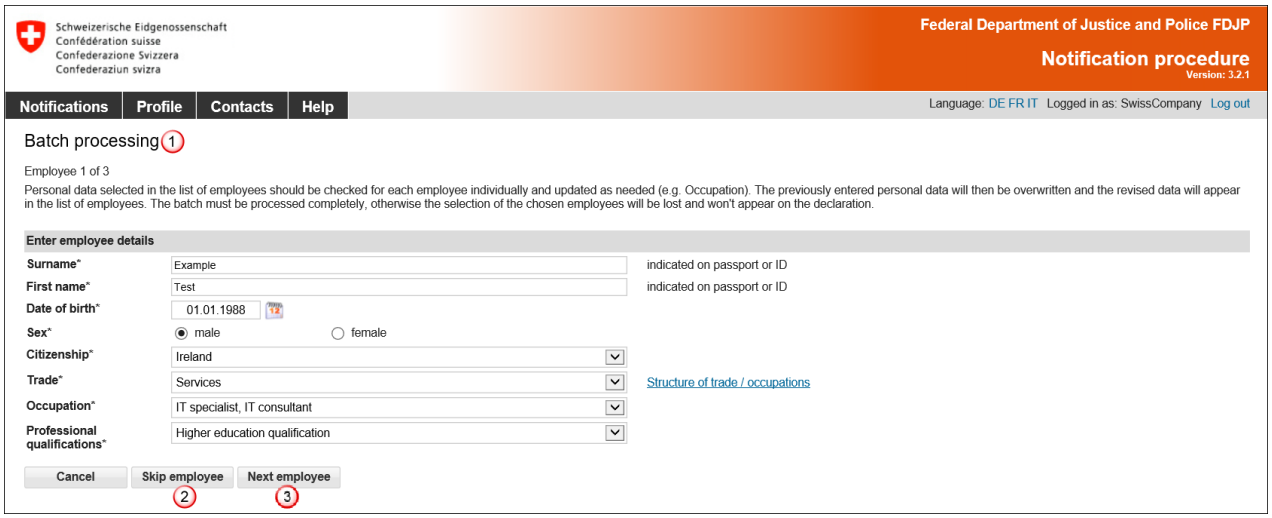
The employee's personal data will be displayed:



Verify the data. If necessary, you can also correct them.

1 Confirm the data by clicking on *Register employees*

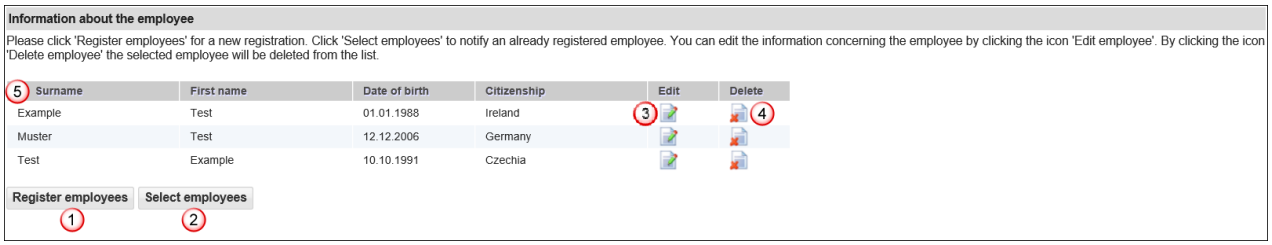
If you have selected several employees for your notification, these will appear as a batch processing 1. You need to check the data for each individual employee.



2 If an employee does not need to be registered, then you may click on *Skip employee* to ignore this employee

3 Click on *Next employee* to move to the next employee

Once all of the employee data have been entered, their names will appear in the notification.



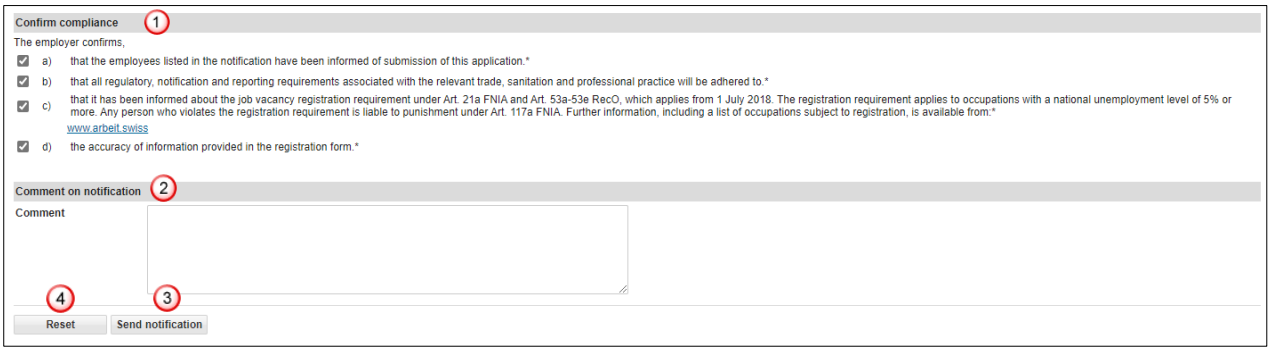
You still have the option of adding more employees (steps 1 and 2).

3 Click on this icon to make changes to employee data

4 Click on this icon to delete a selected employee

5 Click on the title to sort employees by Surname, First name, Date of birth and Citizenship

6.1.5 Completing the notification



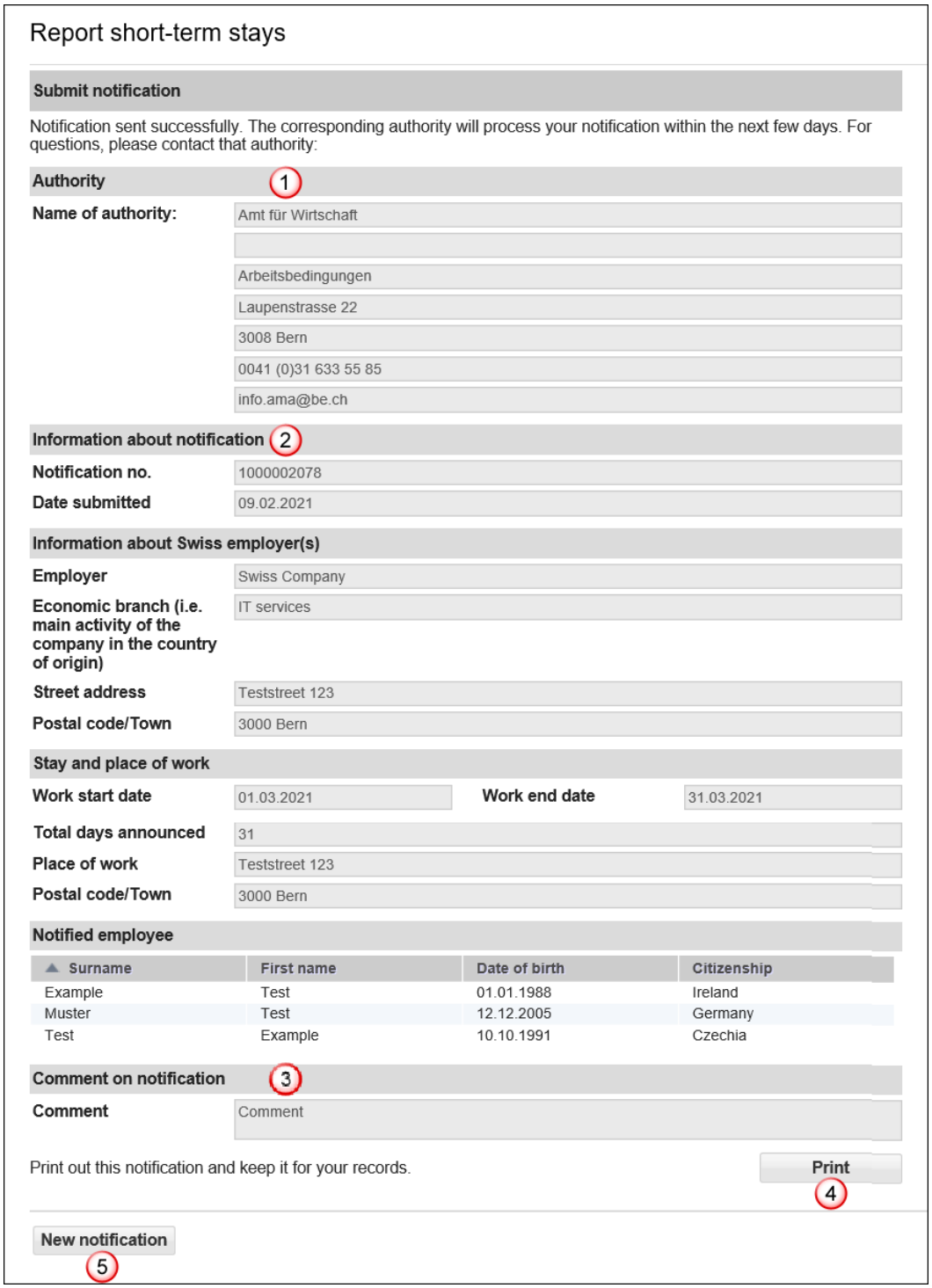
1 Confirm that you will comply with all regulations by ticking all check boxes

2 If you have an important remark, you can insert it here as a «Comment»

3 If all the data is correct, you can click on *Send notification*. Your notification will now be sent to the authority responsible for the place of work:

4 Click on *Reset* to clear all data in your notification

The following page will be displayed:



This page displays the data that has been sent to the competent authority. Important for you are:

1. Information about the authority
2. Information about the notification, in particular the notification number
3. Comment on notification
4. *Print* the confirmation and keep it!
5. Click on *New notification* to create a new notification

6.1.6 Making changes to the notification

A successfully sent notification can neither be mutated nor viewed online.
You must report the following changes to the competent cantonal authority (see printout of the notification) by e-mail:

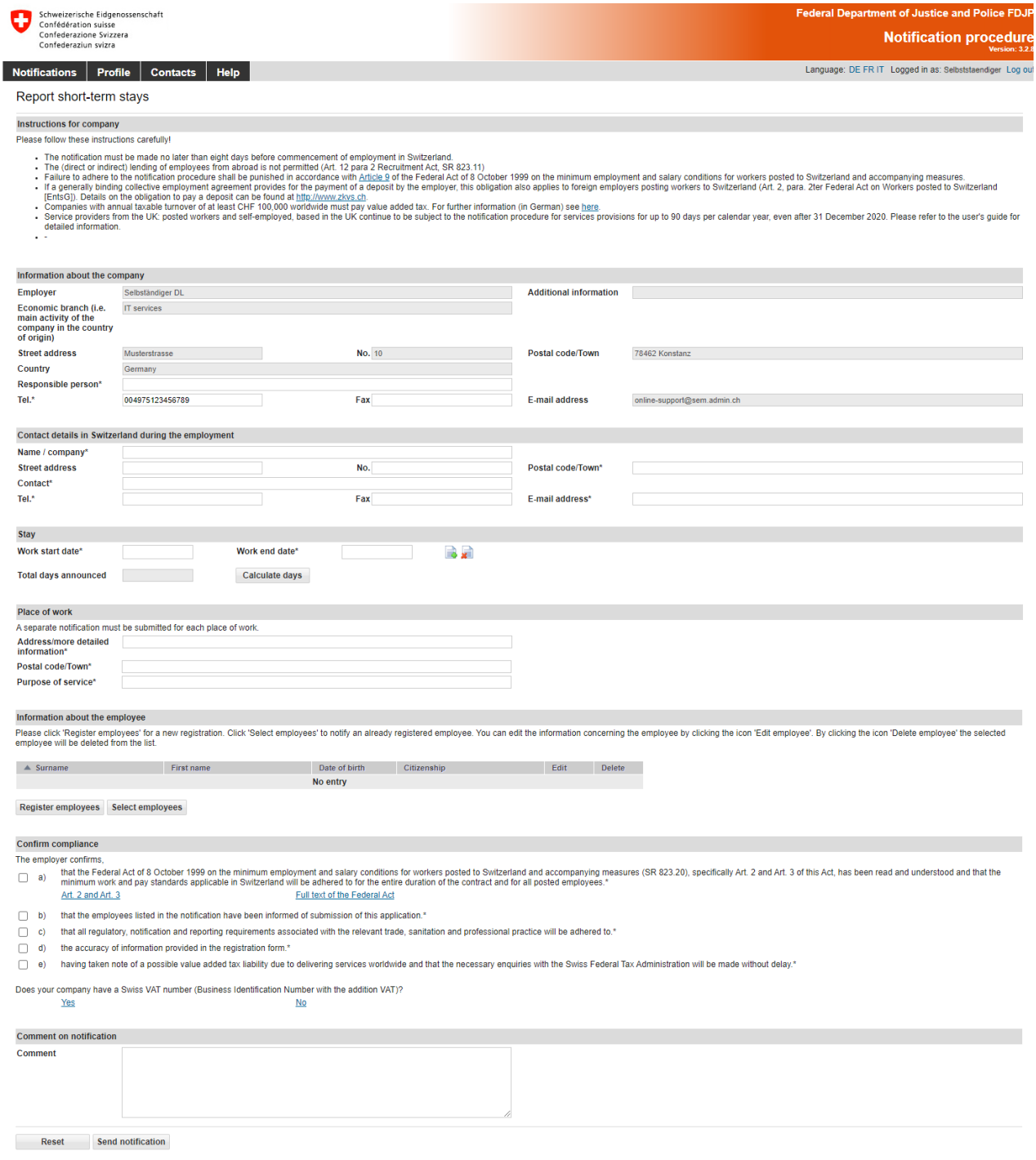
- Postponement of work to a later date
- Change in the duration of the work (extension or shortening)
- Interruption of work
- Cancellation of the notification

For all other changes, a new online notification must be completed.

In all of the above-mentioned cases, a new notification form needs to be submitted and include reference to the previously submitted notification form.

6.2 Declaring short-term stays for posted employees

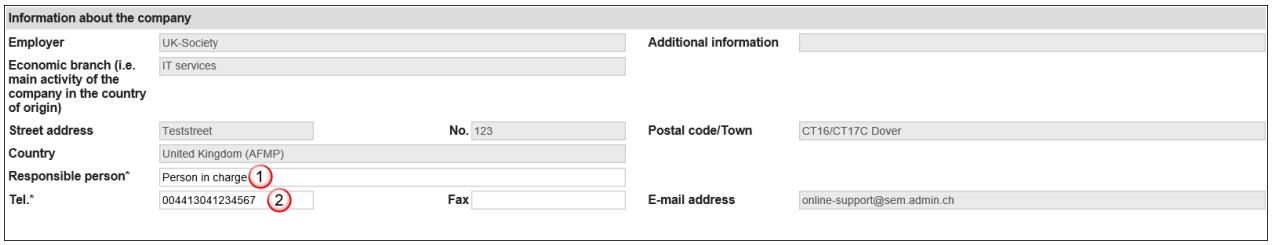
The online notification form is displayed on a single page.



The notification must be completed **no later than eight days prior to commencement of work**.

6.2.1 Information about the company abroad

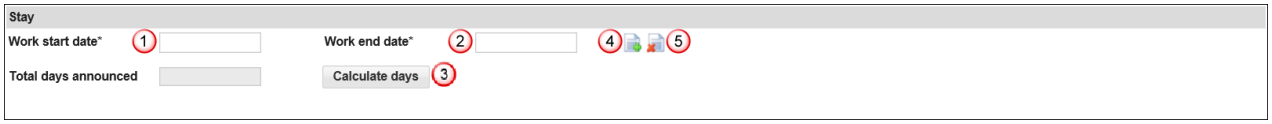
The data of your profile has already been taken here. If necessary, you must adjust the details of the responsible person (items ① and ②).



6.2.2 Contact details in Switzerland during the employment

All fields marked with an asterisk **(*)** are required fields.
As contact details in Switzerland, you must enter the details of a person in Switzerland whom the Swiss authorities can contact during your assignment. For example, enter the client or the general contractor, architect, foreman, etc. responsible for the work to be carried out. In all cases, the person concerned must know that he/she has been designated as a contact person vis-à-vis the Swiss authorities. This person must also be able to answer questions of the authorities.
Enter the postal code and town: as soon as you have typed the first three characters (digits or letters), the system will automatically display suggested postal codes and towns.

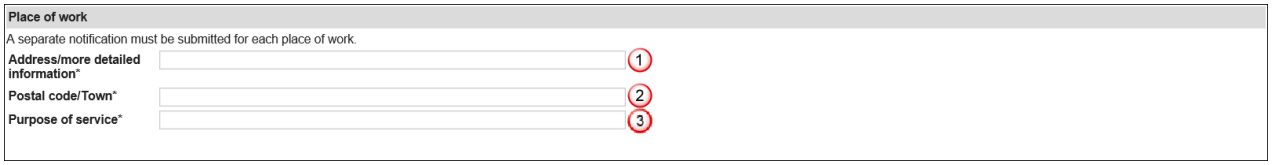
6.2.3 Indicating duration of stay



① Select or directly enter the Work start date (DDMMYYYY). If the notification only covers one day, then only this field needs to be filled out. In the Work end date field, the same date will automatically appear
② Select or directly enter the Work end date (DDMMYYYY)
③ You have the option of calculating the total number of days reported for the current notification. Click on *Calculate days*
④ Here you may *Add a stay* by clicking on the icon. You may add up to 24 stays per notification
⑤ Here you may *Delete a stay* by clicking on the icon

We recommend that you indicate the effective working days since all reported days will be deducted from your allocated time (incl. Sundays and public holidays).

6.2.4 Indicating place of work



A separate notification must be made for each place of work.

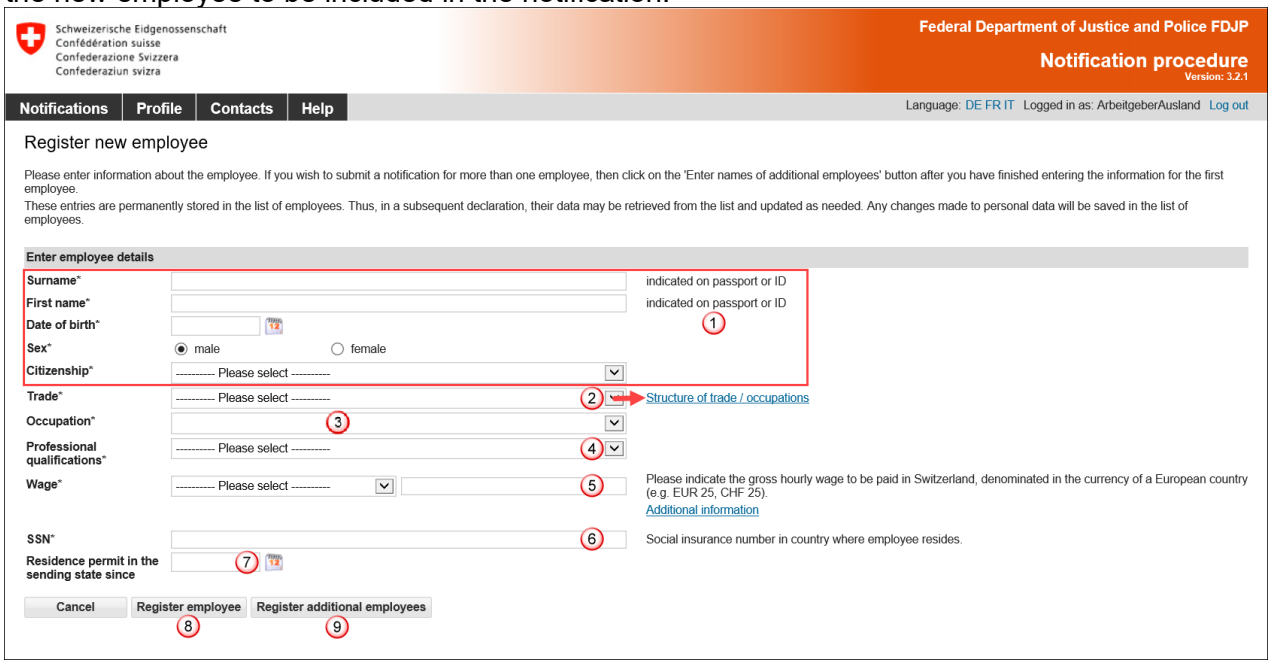
1. Indicate address/detailed information. If possible, give the exact name of the place where the gainful activity is to do. It can be the location of a construction site, the exact address of a client, etc.
2. Enter the postal code and town: as soon as you have typed the first three characters (digits or letters), the system will automatically display suggested postal codes and towns
3. Purpose of the service: details of the specific order as given by the recipient of the service (e.g. installation of an IT server, security service during an event, etc.)

6.2.5 Registering employees

1. Click on *Register employees* to enter the person's data
2. If you have already created notifications with this profile, then you may re-select employees by clicking on *Select employees.*

Registering new employees

Click on *Register employees* to display the following page. Here you may enter information about the new employee to be included in the notification:



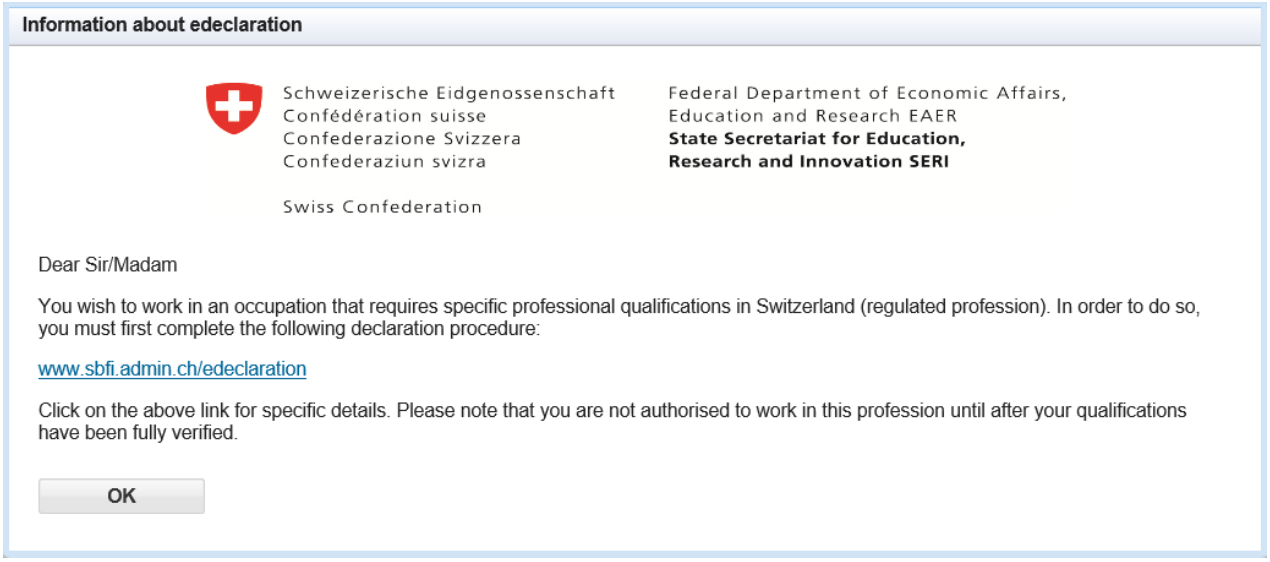
All fields marked with an asterisk **(*)** are required fields.

1. The personal details must correspond to those in the travel document (passport, ID)
2. Select the trade from the drop-down menu. If you do not find the appropriate trade or activity, we recommend that you look in the Structure of trade / occupations next to the selection. If you do not find what you are looking for, please contact the competent cantonal authority
3. Selection of the exact description of the activity that the employee performs in Switzerland from the drop-down menu
4. Selection of the professional qualification from the drop-down menu
5. Please provide information about the gross hourly wage to be paid to the employee in Switzerland. Indicate the amount in the corresponding European currency. For questions concerning wages, please contact the State Secretariat for Economic Affairs (SECO) directly: Posting - Welcome to posting.admin.ch
6. Enter the employee's social insurance number in the country of residence. This number can be used to distinguish between employees of the same name
7. Companies based in an EU/EFTA member state: The field «Residence permit in the sending state since» only needs to be completed if the person has third-country nationality (not EU/EFTA)
   Companies based in the UK: The field «Residence permit in the sending state since» must be completed for all persons who do not have UK nationality
8. Click on *Register employee* to enter data and return to the notification
9. Click on *Register additional employees* if you wish to register additional employees.

The employee's data is automatically saved in the list of employees and can be reused for later notifications.

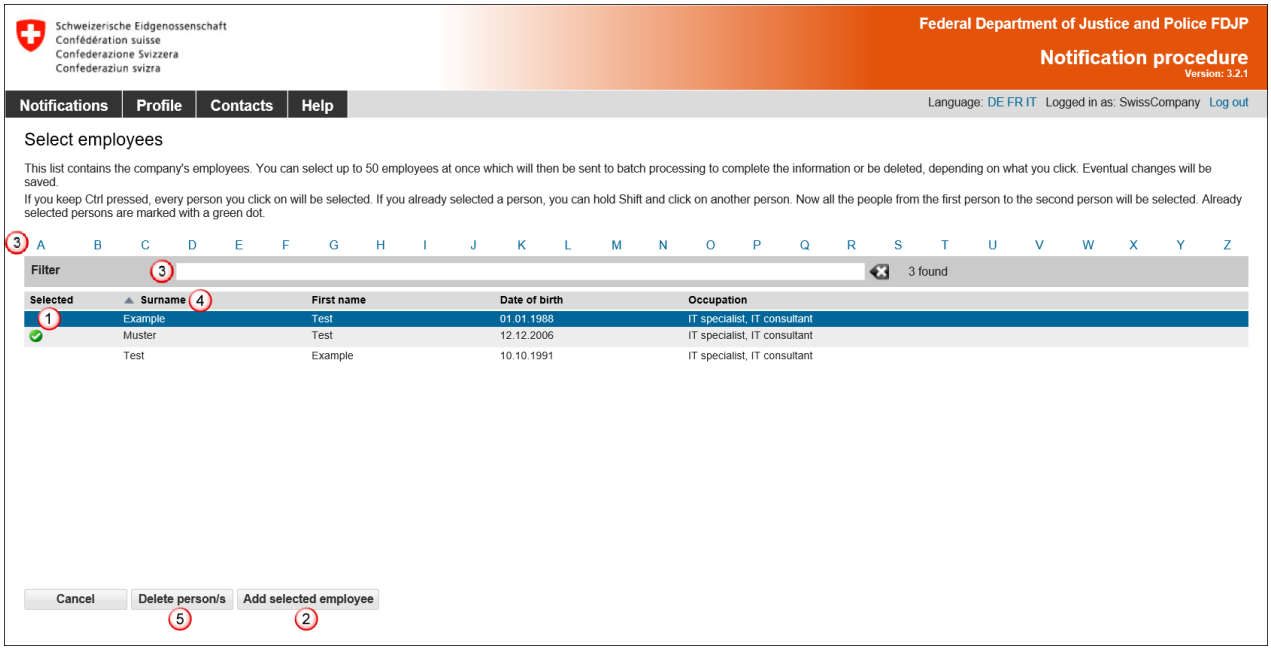
Regulated professions of the State Secretariat for Education, Research and Innovation SERI

If this information appears after you have chosen an occupation, you are obliged to follow the instructions given under Service Providers (admin.ch).



Selecting employees from list of already registered employees

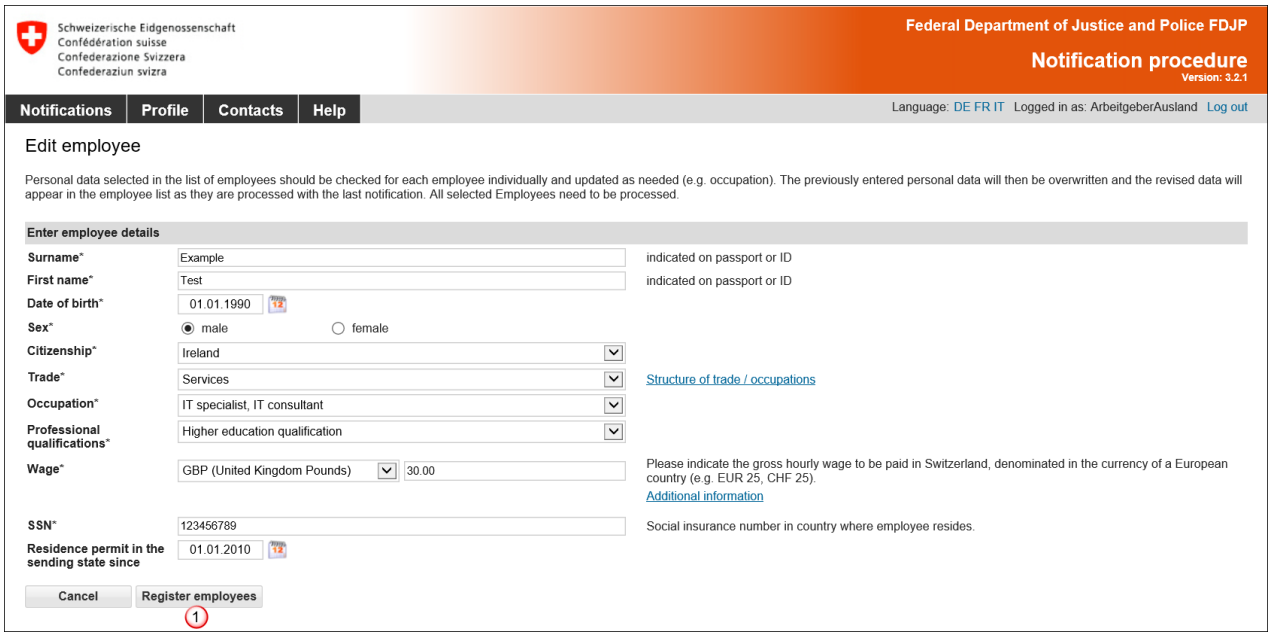
If you have already created notifications with this profile, then you may re-select employees by clicking on *Select employees.* The green check mark indicates which workers have already been added.



1. Click on the line corresponding to the desired employee. If you wish to select several employees, press and maintain the [Ctrl] key while clicking on the various lines
2. You may add employees to your notification by clicking on *Add selected employee*
3. You may filter the selection by clicking on the first letter of the name, or enter search criteria in the «Filter» section (at least 3 characters)
4. Click on the title to sort employees by Surname, First name, Date of birth and Occupation
5. To delete employees from the list, click on *Delete person/s*

If your list contains more than 1000 employees, you must filter the display by clicking on one of the blue letters. Then only the employees whose surnames begin with the corresponding letter are displayed.

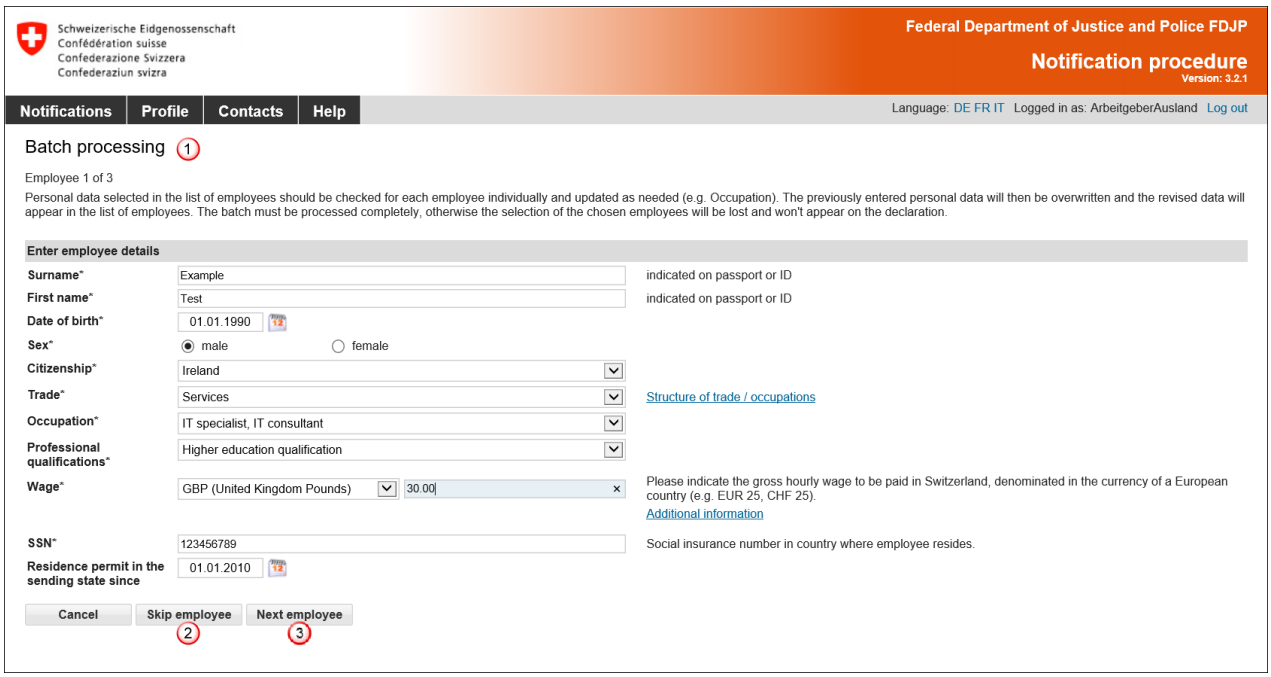
The employee's personal data will be displayed:



Verify the data. If necessary, you can also correct them. The information on wages must be completed.

1 Confirm the data by clicking on *Register employees*

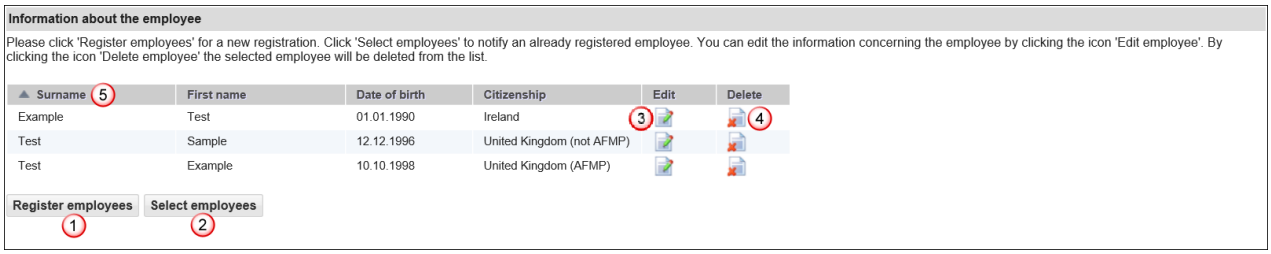
If you have selected several employees for your notification, these will appear as a batch processing 1. You need to check the data for each individual employee.



2 If an employee does not need to be registered, then you may click on *Skip employee* to ignore this employee

3 Click on *Next employee* to move to the next employee

Once all of the employee data have been entered, their names will appear in the notification.



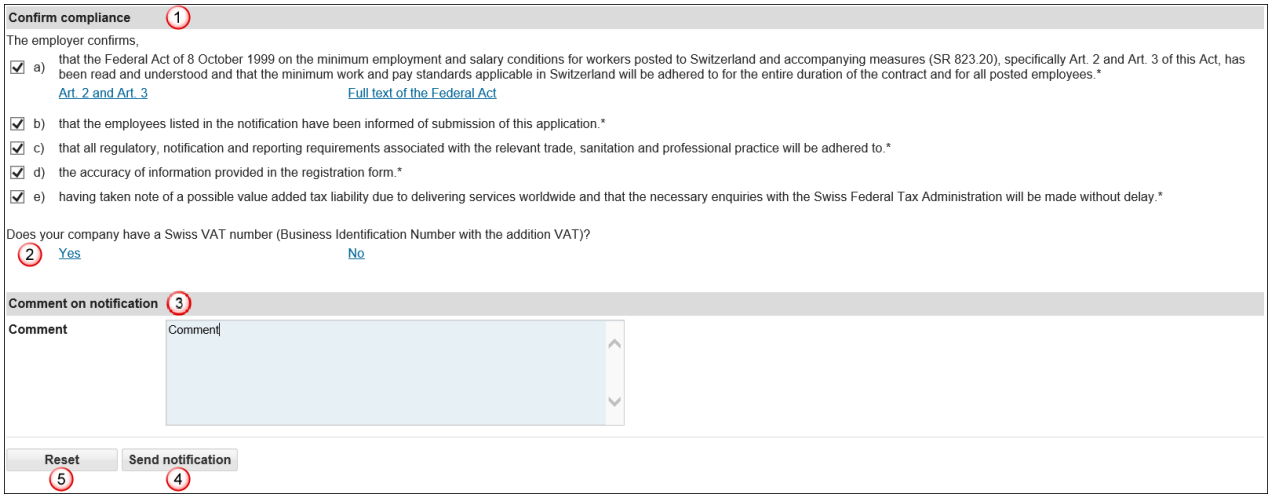
You still have the option of adding more employees (steps 1 and 2).

3 Click on this icon to make changes to employee data

4 Click on this icon to delete a selected employee

5 Click on the title to sort employees by Surname, First name, Date of birth and Citizenship

6.2.6 Completing the notification



1 Confirm that you will comply with all regulations by ticking all check boxes

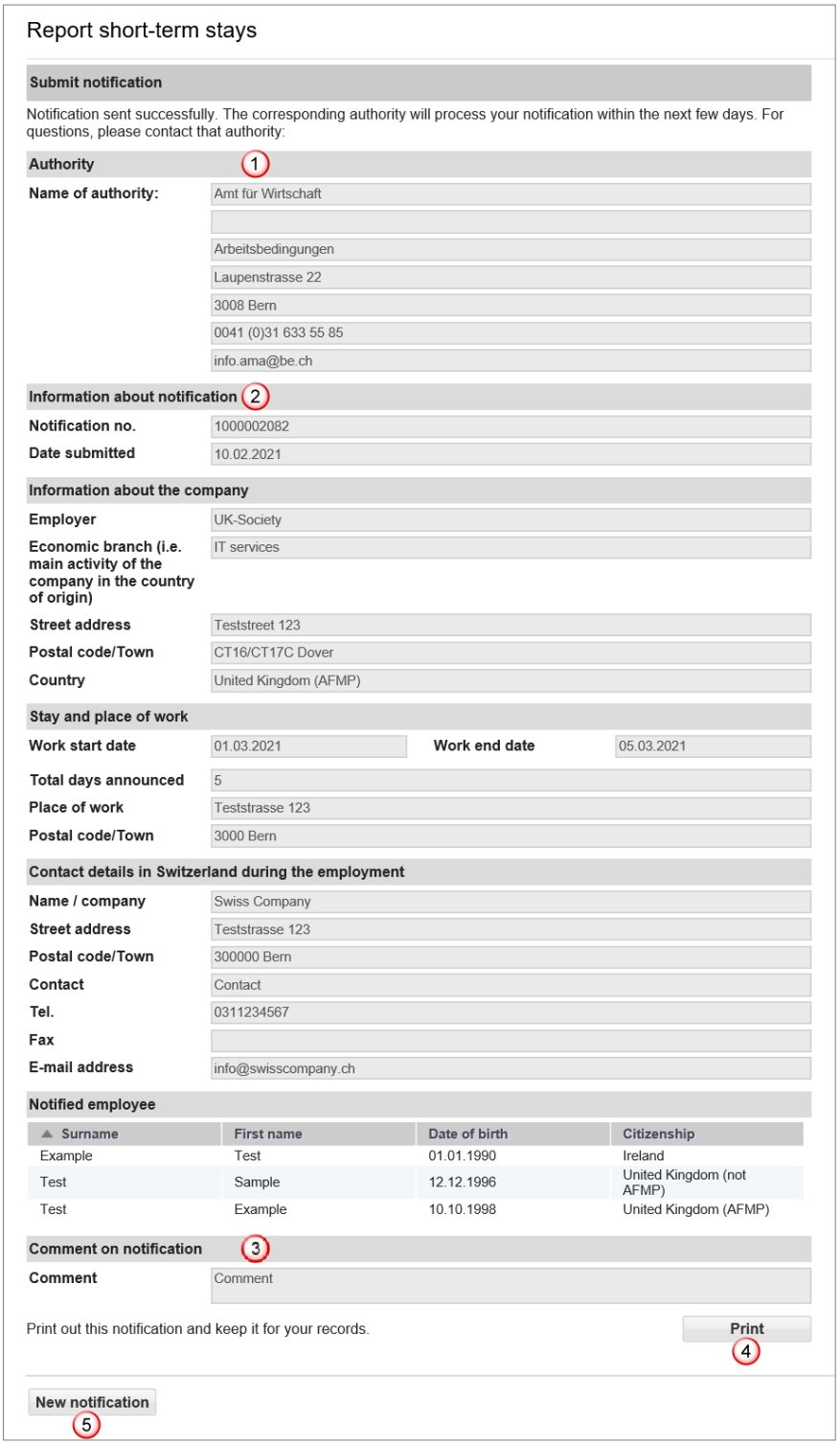
2 By clicking on Yes or No in reference to a Swiss VAT number, you will be taken to a different page of the Federal Tax Administration (FTA). Here you will find information that will enable you to determine whether you are subject to value-added tax. We recommend that you return to the tab «Report short-term stays» beforehand in order to complete the notification for the work in Switzerland.
If you have any questions regarding VAT, please contact the Federal Tax Administration directly: Foreign companies (admin.ch)

3 If you have an important remark, you can insert it here as a «Comment»

4 If all the data is correct, you can click on *Send notification*. Your notification will now be sent to the authority responsible for the place of work:

5 Click on *Reset* to clear all data in your notification

The following page will be displayed:



Report short-term stays

Submit notification

Notification sent successfully. The corresponding authority will process your notification within the next few days. For questions, please contact that authority:

Authority (1)

Name of authority:	Amt für Wirtschaft
	Arbeitsbedingungen
	Laupenstrasse 22
	3008 Bern
	0041 (0)31 633 55 85
	info.ama@be.ch

Information about notification (2)

Notification no.	1000002082
Date submitted	10.02.2021

Information about the company

Employer	UK-Society
Economic branch (i.e. main activity of the company in the country of origin)	IT services
Street address	Teststreet 123
Postal code/Town	CT16/CT17C Dover
Country	United Kingdom (AFMP)

Stay and place of work

Work start date	01.03.2021	**Work end date**	05.03.2021
Total days announced	5		
Place of work	Teststrasse 123		
Postal code/Town	3000 Bern		

Contact details in Switzerland during the employment

Name / company	Swiss Company
Street address	Teststrasse 123
Postal code/Town	300000 Bern
Contact	Contact
Tel.	0311234567
Fax	
E-mail address	info@swisscompany.ch

Notified employee

Surname	First name	Date of birth	Citizenship
Example	Test	01.01.1990	Ireland
Test	Sample	12.12.1996	United Kingdom (not AFMP)
Test	Example	10.10.1998	United Kingdom (AFMP)

Comment on notification (3)

Comment	Comment

Print out this notification and keep it for your records. **Print** (4)

New notification (5)

This page displays the data that has been sent to the competent authority. Important for you are:

1. Information about the authority
2. Information about the notification, in particular the notification number
3. Comment on notification
4. *Print* the confirmation and keep it!
5. Click on *New notification* to create a new notification

6.2.7 Making changes to the notification

A successfully sent notification can neither be mutated nor viewed online.
You must report the following changes to the competent cantonal authority (see printout of the notification) by e-mail:

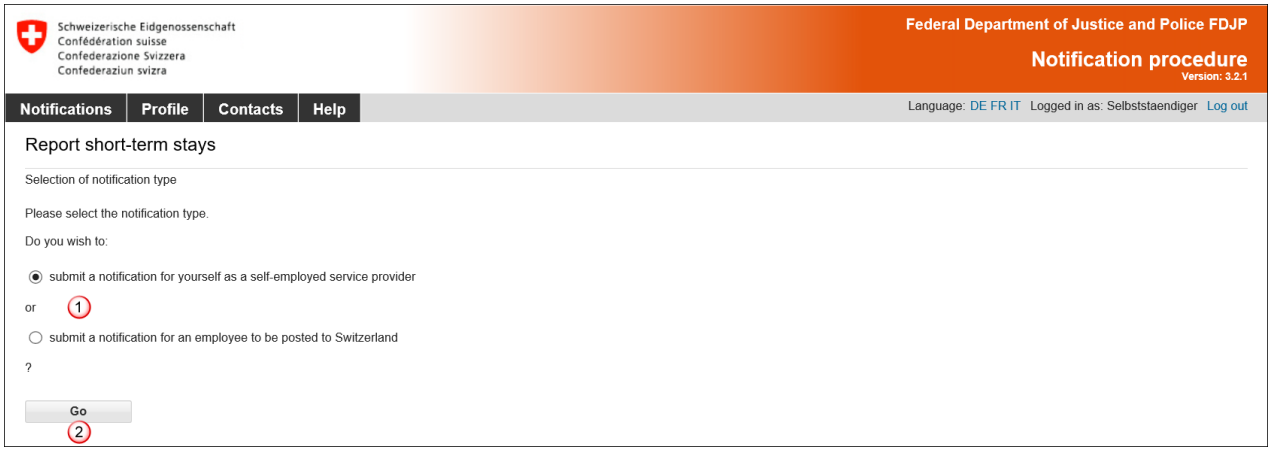
- Postponement of work to a later date
- Change in the duration of the work (extension or shortening)
- Interruption of work
- Cancellation of the notification

For all other changes, a new online notification must be completed.

In all of the above-mentioned cases, a new notification form needs to be submitted and include reference to the previously submitted notification form.

6.3 Declaring short-term stays for self-employed service providers

First you have to choose the type of notification:



1 Select the option *submit a notification for yourself as a self-employed service provider* if you wish to notify your own activity as a self-employed service provider

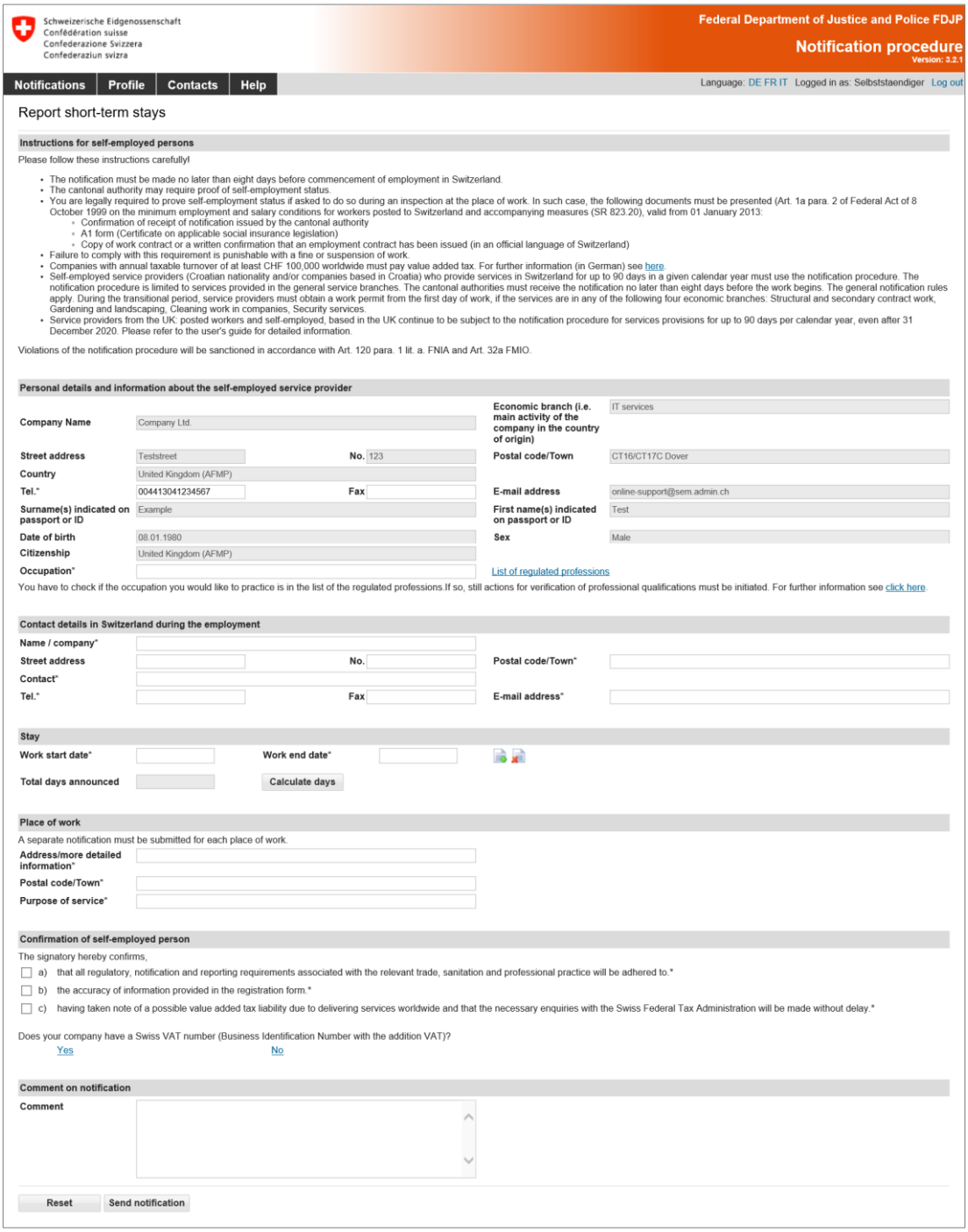
If asked to do so, self-employed service providers must **provide the competent authorities with proof of their self-employed status.** Additional information about this can be found on the website Posting - Welcome to posting.admin.ch

When submitting a notification for several owners of a company (for example a **limited liability company**), one person may be mentioned in the notification as the employer (self-employed service provider). The other owners must be mentioned as «posted employees» of the company. In the section «Comment on notification» you may indicate that the individuals mentioned as posted employees are also owners (i.e. self-employed persons) of the company.

2 Confirm the type of notification with *Go*

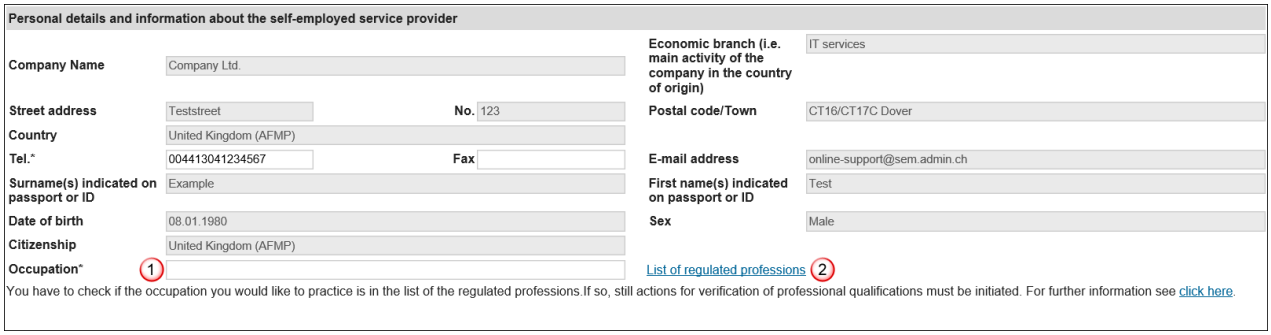
If you wish to register your employees as posted employees, select the option *submit a notification for an employee to be posted to Switzerland* and go back to chapter 6.2.

The online notification form is displayed on a single page.



The notification must be completed **no later than eight days prior to commencement of work**.

6.3.1 Contact details and information about the self-employed service provider



The data of your profile has already been taken here. If necessary, you may adjust the telephone number.

1. You must indicate the «Occupation»
2. Please consult the List of regulated professions and follow the instructions on the website Service Providers (admin.ch) if your profession is listed

6.3.2 Contact details in Switzerland during the employment

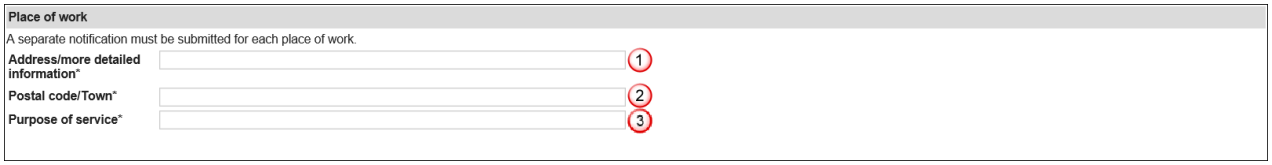
All fields marked with an asterisk **(*)** are required fields.
As contact details in Switzerland, you must enter the details of a person in Switzerland whom the Swiss authorities can contact during your assignment. For example, enter the client or the general contractor, architect, foreman, etc. responsible for the work to be carried out. In all cases, the person concerned must know that he/she has been designated as a contact person vis-à-vis the Swiss authorities. This person must also be able to answer questions of the authorities.
Enter the postal code and town: as soon as you have typed the first three characters (digits or letters), the system will automatically display suggested postal codes and towns.

6.3.3 Indicating duration of stay

1. Select or directly enter the Work start date (DDMMYYYY). If the notification only covers one day, then only this field needs to be filled out. In the Work end date field, the same date will automatically appear
2. Select or directly enter the Work end date (DDMMYYYY)
3. You have the option of calculating the total number of days reported for the current notification. Click on *Calculate days*
4. Here you may *Add a stay* by clicking on the icon. You may add up to 24 stays per notification
5. Here you may *Delete a stay* by clicking on the icon

We recommend that you indicate the effective working days since all reported days will be deducted from your allocated time (incl. Sundays and public holidays).

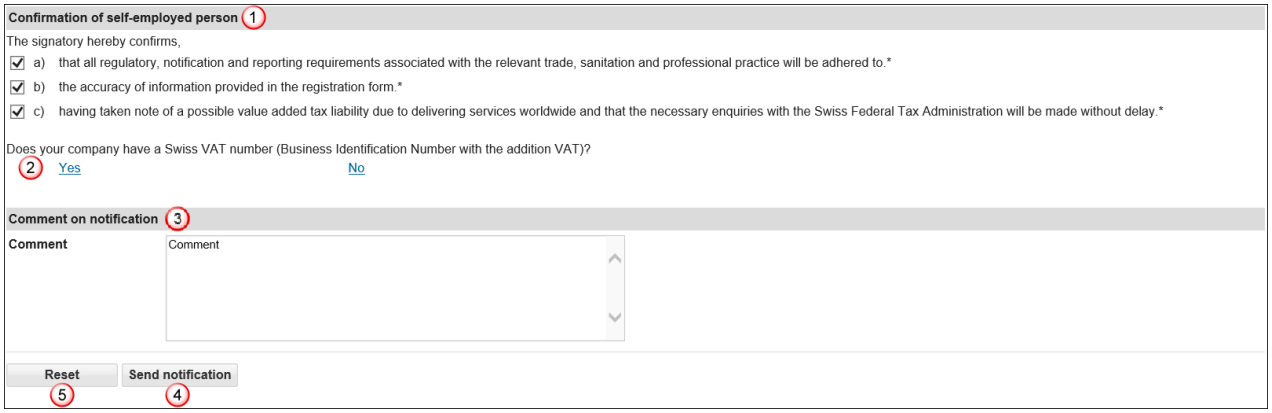
6.3.4 Indicating place of work



A separate notification must be made for each place of work.

1. Indicate address/detailed information. If possible, give the exact name of the place where the gainful activity is to do. It can be the location of a construction site, the exact address of a client, etc.
2. Enter the postal code and town: as soon as you have typed the first three characters (digits or letters), the system will automatically display suggested postal codes and towns
3. Purpose of the service: details of the specific order as given by the recipient of the service (e.g. installation of an IT server, security service during an event, etc.)

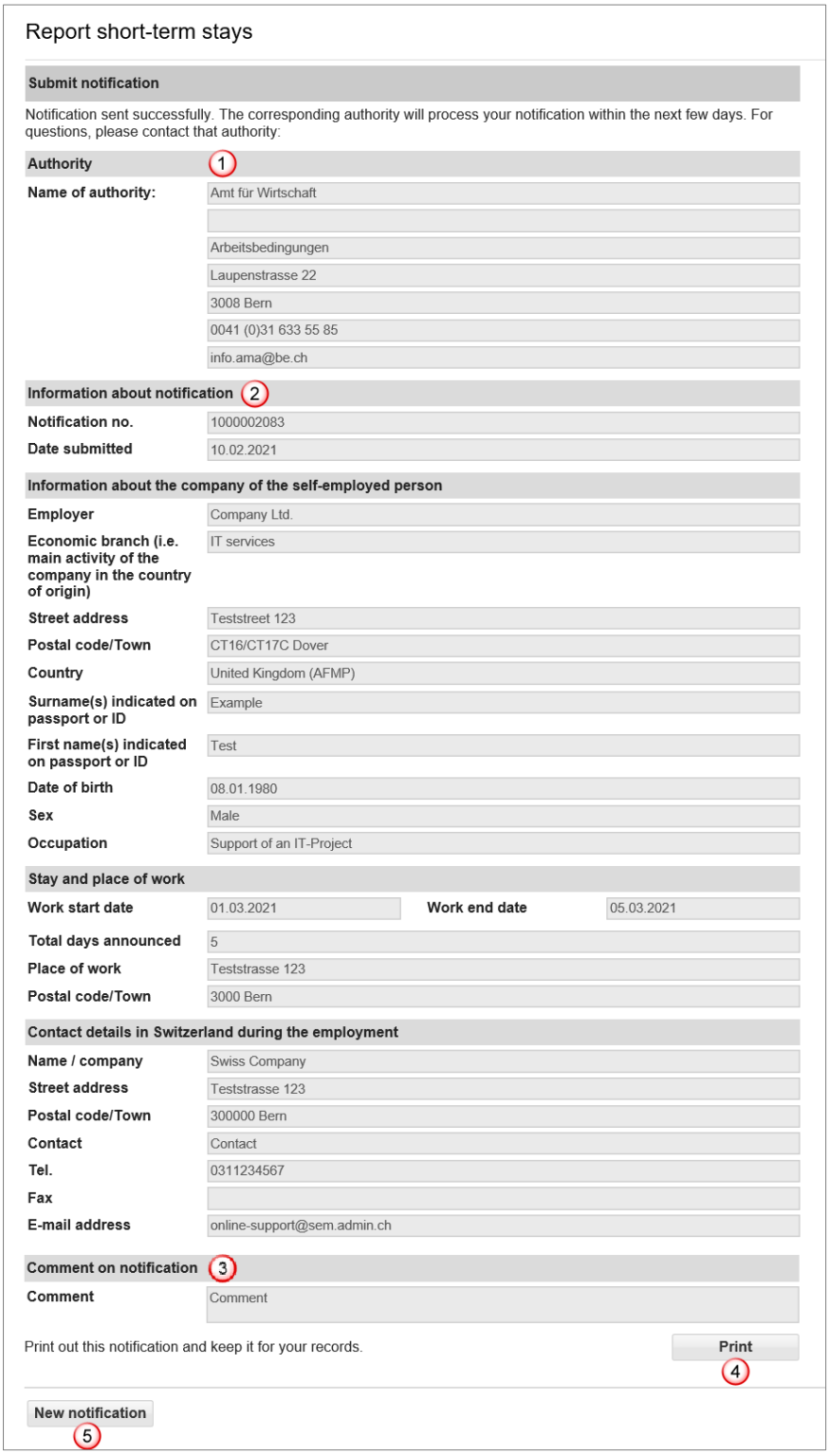
6.3.5 Completing the notification



1. Confirm that you will comply with all regulations by ticking all check boxes
2. By clicking on Yes or No in reference to a Swiss VAT number, you will be taken to a different page of the Federal Tax Administration (FTA). Here you will find information that will enable you to determine whether you are subject to value-added tax. We recommend that you return to the tab «Report short-term stays» beforehand in order to complete the notification for the work in Switzerland.
   If you have any questions regarding VAT, please contact the Federal Tax Administration directly: Foreign companies (admin.ch)
3. If you have an important remark, you can insert it here as a «Comment»
4. If all the data is correct, you can click on *Send notification*. Your notification will now be sent to the authority responsible for the place of work:

5. Click on *Reset* to clear all data in your notification

The following page will be displayed:



Report short-term stays

Submit notification

Notification sent successfully. The corresponding authority will process your notification within the next few days. For questions, please contact that authority:

Authority (1)

Name of authority:	Amt für Wirtschaft
	Arbeitsbedingungen
	Laupenstrasse 22
	3008 Bern
	0041 (0)31 633 55 85
	info.ama@be.ch

Information about notification (2)

Notification no.	1000002083
Date submitted	10.02.2021

Information about the company of the self-employed person

Employer	Company Ltd.
Economic branch (i.e. main activity of the company in the country of origin)	IT services
Street address	Teststreet 123
Postal code/Town	CT16/CT17C Dover
Country	United Kingdom (AFMP)
Surname(s) indicated on passport or ID	Example
First name(s) indicated on passport or ID	Test
Date of birth	08.01.1980
Sex	Male
Occupation	Support of an IT-Project

Stay and place of work

Work start date	01.03.2021	**Work end date**	05.03.2021
Total days announced	5		
Place of work	Teststrasse 123		
Postal code/Town	3000 Bern		

Contact details in Switzerland during the employment

Name / company	Swiss Company
Street address	Teststrasse 123
Postal code/Town	300000 Bern
Contact	Contact
Tel.	0311234567
Fax	
E-mail address	online-support@sem.admin.ch

Comment on notification (3)

Comment	Comment

Print out this notification and keep it for your records. **Print** (4)

New notification (5)

This page displays the data that has been sent to the competent authority. Important for you are:

(1) Information about the authority
(2) Information about the notification, in particular the notification number
(3) Comment on notification
(4) *Print* the confirmation and keep it!
(5) Click on *New notification* to create a new notification

6.3.6 Making changes to the notification

A successfully sent notification can neither be mutated nor viewed online.
You must report the following changes to the competent cantonal authority (see printout of the notification) by e-mail:

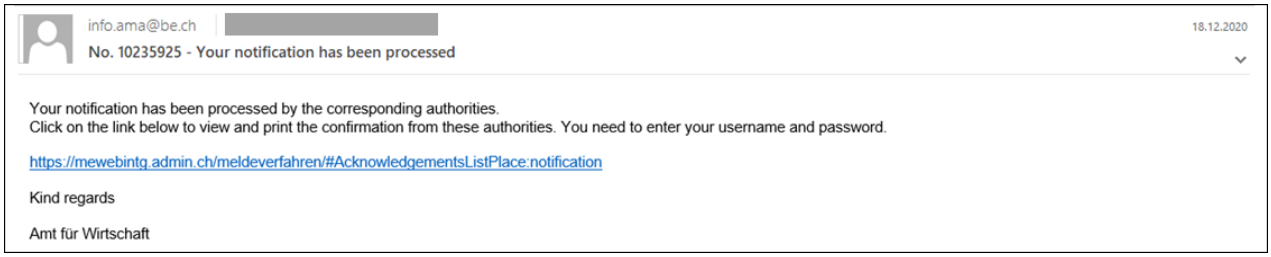
- Postponement of work to a later date
- Change in the duration of the work (extension or shortening)
- Interruption of work
- Cancellation of the notification

For all other changes, a new online notification must be completed.

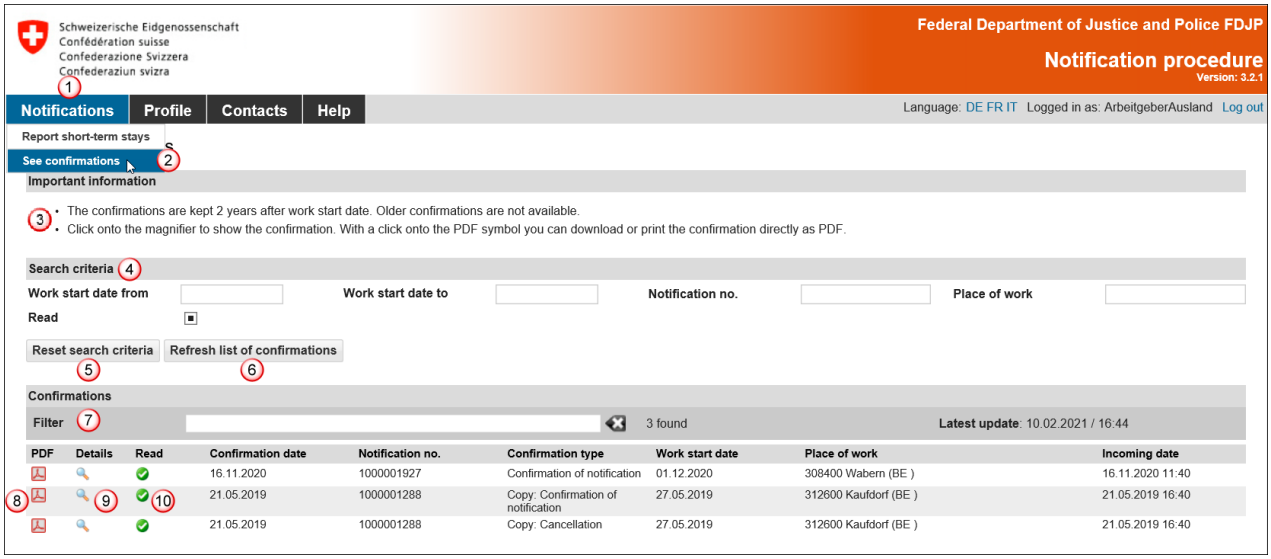
In all of the above-mentioned cases, a new notification form needs to be submitted and include reference to the previously submitted notification form.

7. Viewing confirmations

Once your notification has been processed by the competent authority, you will receive a message to the e-mail address saved in your profile.



Click on the link provided in the e-mail address to go directly to the page «See confirmations». If you have not yet logged in, enter your username and password. As soon as you are logged in, the menu item *Notifications* ①, *See confirmations* ② takes you to the confirmations:



You can track all confirmations in your profile that are not older than two years.

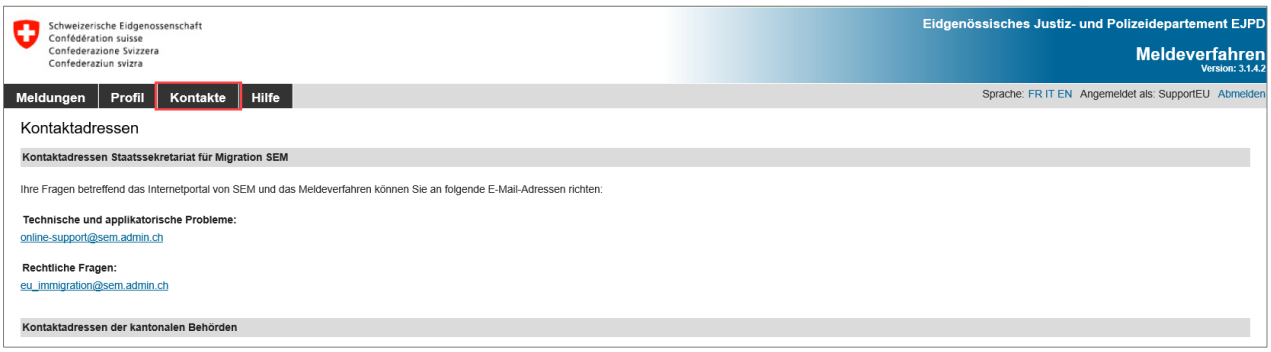
③ Here you will find important Information

④ You have the possibility to search for notifications
The following search criteria are available:

- Work start date from
- Work start date to
- Notification no.
- Place of work
- Checkbox «Read»
  - ☐ Show all confirmations
  - ☑ Show confirmations that have already been read
  - ☐ Show confirmations that have not yet been read

5. In order to display all of the confirmations again, click on *Reset search criteria*
6. and then on *Refresh list of confirmations*
7. You can filter search results. Enter at least 3 characters of your search term. Matching confirmations will be displayed
8. Here you will see all confirmations with the type of confirmation. Several confirmations may exist for the same notification number (e.g. notification for a group of employees that has either been approved or rejected)
   You can also open and download the confirmation in PDF format
9. In order to view a confirmation, click on the magnifying glass icon
10. Confirmations that you have already viewed will be check-marked as «Read»

If you do not receive any reply to your notification within the next few days, contact the competent authority.

8. Questions regarding use

If you are unable to find answers to your questions in this User's Guide, you may click on the menu item *Contact* to find the contact addresses for the different areas as well as the addresses of the cantonal authorities in the Contacts menu item.