



TRANSNATIONAL POSTING



CABOTAGE

Guide to the completion of UNI_Distacco_UE and UNI_CAB_UE forms *User's Manual*

Summary

1. Preface	3
2. Access to the application and common functions	4
3. The UNI_Distacco_UE form	7
3.1. The prior/deferred prior notification	7
3.2. Sections of the Completion.....	9
4. Cancellation and Change	15
4.1. Cancellation	15
4.2. Change	15
5. The UNI_CAB_UE form.....	16
6. Requesting Assistance	18

1. Preface

This document provides for the main information useful to understand how to complete a **Prior notification of transnational posting** (under Art. 10 of the Legislative Decree No 136/2016).

The prior notification of posting was introduced by the Legislative Decree No136/2016, transposing the provisions included in the Directive 2014/67/EU. The operational procedures on the way to submit it are included in the Ministerial Decree of 10 August 2016 and INL Circulars No 3/2016 and No 1/2017.

Since 26 December 2016 this procedure includes foreign service providers (employers) posting their workers in Italy. Also transnational postings within the same corporation, or in support of a branch/production unit or another beneficiary, as well as workers' missions at a user enterprise located or having its production unit in Italy, implemented by agencies for the supply of staff located in another Member State, should be notified on a prior basis.

The notification must be submitted, electronically, through the **UNI_DISTACCO_UE form**, by 00:00 hours of the day before the start of the posting period.

The completion of the UNI_DISTACCO_UE electronic form requires to enter information about:

- *Service Provider*: foreign company, having its legal address in a EU Member State or a third Country, or agencies for the supply of staff located in another Member State posting one or more of their workers in support of an Italian company;
- *Place and duration of the posting*
- *Entity benefitting from the posting*: Italian company "using" the workers posted by the service provider;
- *Posted workers*: Community and non-Community workers, employed by the service provider and used by the company benefitting from the posting under the posting scheme;
- Product market of the entity benefitting from the posting (level 2 of the *ATECO 2007* classification)
- Contact persons referred to in Article 10 of the Legislative Decree 136/2016.

It is specified that the service provider is the entity obliged to submit the prior notifications including the information regarding those postings which will be established in the subsequent period.

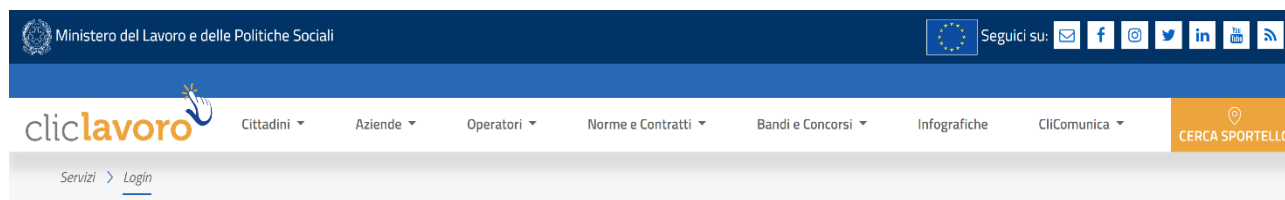
It is possible to cancel a notification already submitted, or change it within 5 days after the modifying event. 26 January 2017 was the deadline to notify any posting started after 22 July 2016 and still operating.

In the case of **postings in the context of the cabotage of goods or passengers**, the posting foreign enterprise should implement a specific electronic procedure, operating since 1 March 2017 (please refer to paragraph 5).

To access it is necessary to have the *Cliclavoro* credentials as a "Company"; for any detail please refer to this guide for the completion.

2. Access to the application and common functions

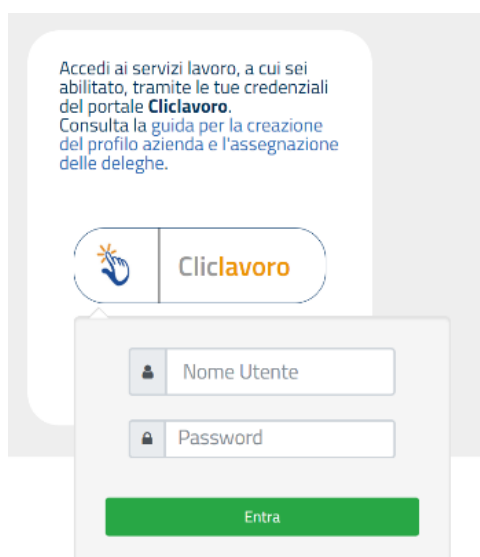
A link on the web portal <https://servizi.lavoro.gov.it> of the Ministry of Labour (*Ministero del Lavoro*) will allow the user to access the application's **homepage**.



Accedi al Portale Servizi Lavoro con una delle modalità seguenti



The access to the functions for the completion of the notification is reserved to those having valid credentials issued by the portal www.cliclavoro.gov.it.



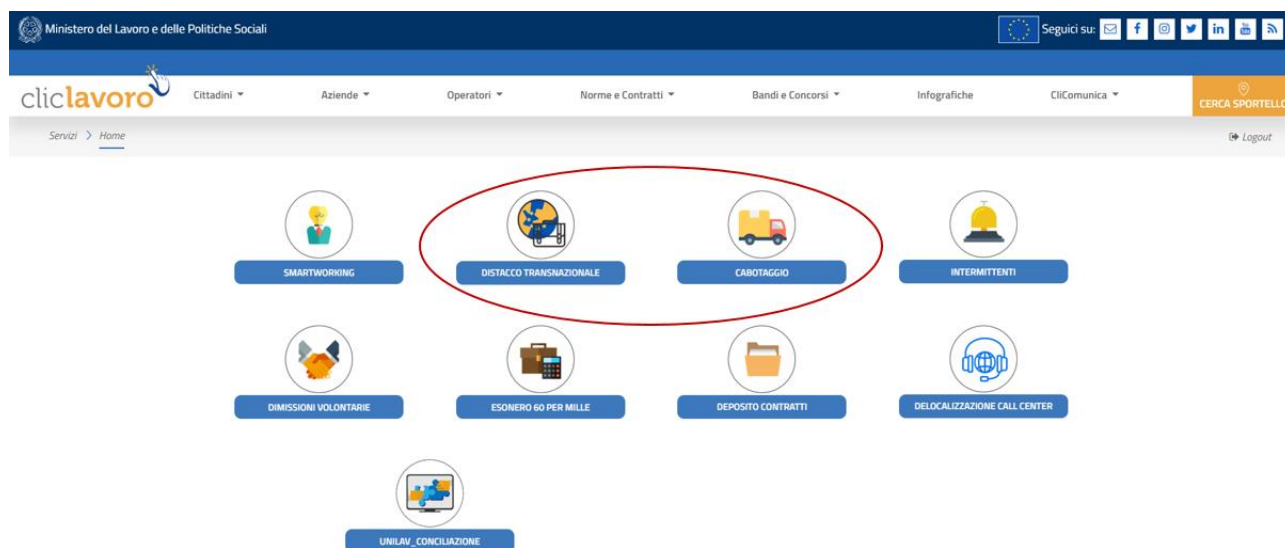
ClicLavoro Registration

The registration procedure on the *ClicLavoro* portal is made of two steps:

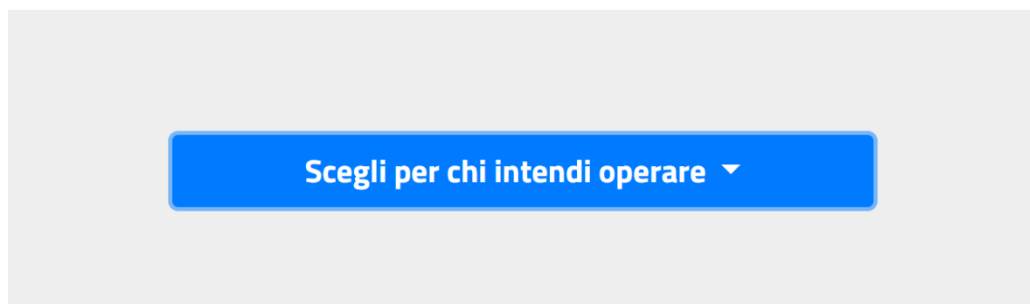
- The first step can be activated following the instructions described at the following link: <https://www.cliclavoro.gov.it/Pagine/Registrazione.aspx>
- The second step regards the completion of the “User’s Profile” (“*Profilo utente*”), available in the “Reserved Area” (“*Area Riservata*”) after accessing using the credential obtained as referred to in the previous section, with the specification of the mandatory personal data: Name, Surname, Gender, Date and Municipality of Birth and tax registration number (*codice fiscale*).

Important note: a user not having a complete user’s profile (i.e. missing any of the mandatory information) is not allowed to access the functions for the completion of the notification.

Once the credentials are obtained, through one of the above mentioned procedures, it is possible to access the pages for the completion of the notification, by selecting the TRANSNATIONAL POSTING (*DISTACCO TRANSNAZIONALE*) icon <https://servizi.lavoro.gov.it/>



By clicking on the icon corresponding to the application, the system shows the screen by which it is possible to select the profile to perform operate.

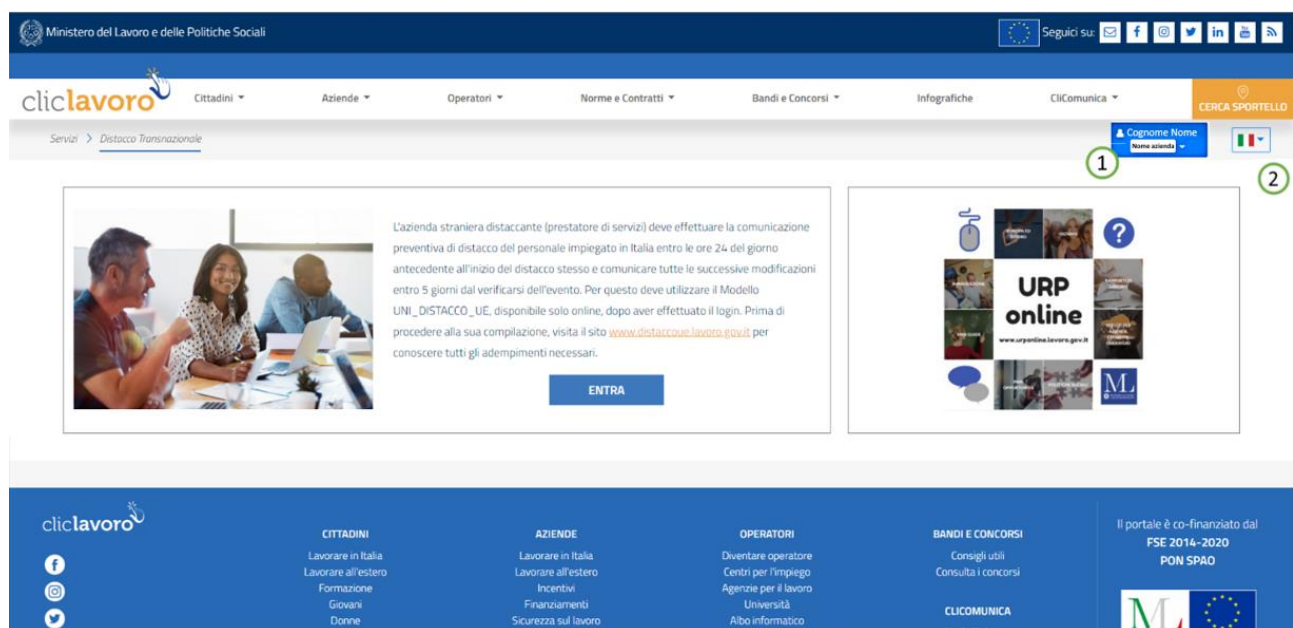


It is specified that, to perform the procedure it is required to have registered a foreign company on *Cliclavoro*: with reference to this company, during the relevant creation, the tax registration number should not be entered. It is required to flag the statement “*non sono in possesso di P.IVA*” [not holding an Italian VAT number] and subsequently complete the Identification Code (*Codice identificativo*) field with the foreign datum corresponding to the Vat number.

Note: The user registering the service provider will have the possibility to qualify other users to send the notifications on behalf of the same company, by using the delegations scheme described in the dedicated guide (<https://www.cliclavoro.gov.it/areariservata/Documents/Manuale-Azienda.pdf>).

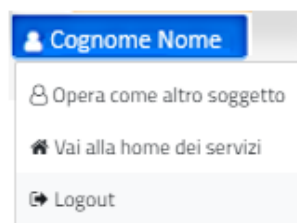
Once the company is registered, it is possible to operate the Transnational Posting, browsing with the properly registered profile.

By selecting the appropriate company profile, the application's homepage will be shown and, by clicking on the “Access” (“*Entra*”) button, it will be possible to access the following section.



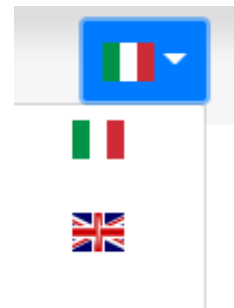
1. **Name and Surname of the user** having accessed the application will be shown. The name of the company selected for the operation will also be shown.

From the drop-down menu, it is possible to:



- select to operate on behalf of another legal entity;
- access the section regarding the completion or the search of information;
- logout from the application.

2. It is possible to perform the completion of the form in ENGLISH language. Indeed, on the top right of the screen, a dedicated drop-down menu will be available, including the icon of the relevant flags to select the use of one of the two languages.



3. The UNI_Distacco_UE form

3.1. The prior/deferred prior notification

The Prior Notification must be submitted by the service provided within 11:59 pm of the day before the start of the posting (or of the first posting, in the case of a notification including more than one posting).

It is however possible to use the Deferred Prior Notification in the following cases:

- Certified unavailability of the technological platform, preventing the submission within the required terms;
- Submission of those postings started after 22 July 2016 and still operating on 27 January 2017.

The screen shown below represents the system's interface shown after clicking on the **“Access”** (**“Entra”**) button.

Ministero del Lavoro e delle Politiche Sociali

Seguici su: [social media icons]

cliclavoro

Cittadini Aziende Operatori Norme e Contratti Bandi e Concorsi Infografiche CiliComunica

Servizi > Distacco Transnazionale

CERCA SPORTELLO

Cognome Nome Nome azienda

+ Nuovo

Ricerca

Codice identificativo prestatore di servizi*
Codice identificativo azienda straniera

Codice fiscale azienda utilizzatrice

Data invio Da / Data invio A

Identificativo Comunicazione

Codice identificativo lavoratore

Ricerca

cliclavoro

CITTADINI
Lavorare in Italia
Lavorare all'estero

AZIENDE
Lavorare in Italia
Lavorare all'estero

OPERATORI
Diventare operatore
Centri per l'impiego

BANDI E CONCORSI
Consigli utili
Consulta i concorsi

Il portale è co-finanziato dal
FSE 2014-2020
PON SPao

The “Service Provider’s Identification Code” (“*Codice identificativo prestatore di servizi*”) field will be pre-completed by the system on the basis of the foreign company’s profile selected to operate. On the contrary, the other fields may be completed by the user on an autonomous basis.

It is recalled that the Identification Code is that company’s unique code assigned by the home State to the service provider, for tax, social security or similar purposes.

The “**Search**” (“*Ricerca*”) button will allow to access under the search mode any notification of posting already submitted or in draft form related to that company.

Ident. Comunicazione ¹	Codice Comunicazione ²	Prestatore Servizi ³	Azienda Distaccataria ⁴	Tipo CO	Stato ⁵	Data Inizio										
Cod. identificativo della domanda	Codice della comunicazione	Nome Azienda Estera	Nome Azienda Italiana	Variazione	Inviata	23-11-2018										
00008	20181112010101010	Nome Azienda Estera	Nome Azienda Italiana		Inviata	12-11-2018										
00007	-	Nome Azienda Estera	Nome Azienda Italiana	Variazione	Inviata	22-11-2018										
00006	-	Nome Azienda Estera	Nome Azienda Italiana		Inviata	22-11-2018										
00005	-	Nome Azienda Estera	Nome Azienda Italiana		Bozza											
00004	-	Nome Azienda Estera	Nome Azienda Italiana	Annullamento	Inviata	20-11-2018										
00003	-	Nome Azienda Estera	Nome Azienda Italiana		Inviata	20-11-2018										
00002	-	Nome Azienda Estera	Nome Azienda Italiana		Inviata	10-11-2018										
00001	-	Nome Azienda Estera	Nome Azienda Italiana		Inviata	10-11-2018										
					Inviata	10-11-2018										






Vista da 21 a 30 di 52 elementi

Specifically, the mask displaying the searched elements listed in the column:

1. **Notification Identification number (or ID):** a 5-digit numeric code generated by the system at the creation of a new notification of posting. A notification in draft form also presents a notification identification number;
2. **Notification code:** a 17-digit numeric code generated by the system only after the submission of the notification of transnational posting.
3. **Service provider:** indicates the name of the foreign company performing the notification of posting regarding one or more workers in support of an Italian company;
4. **Company benefitting from the posting:** indicates the name of the Italian company where one or more workers from the posting company will work for the selected period referred to in the notification of posting;
5. **Status:** indicates the status of the notification, namely Draft or Submitted.

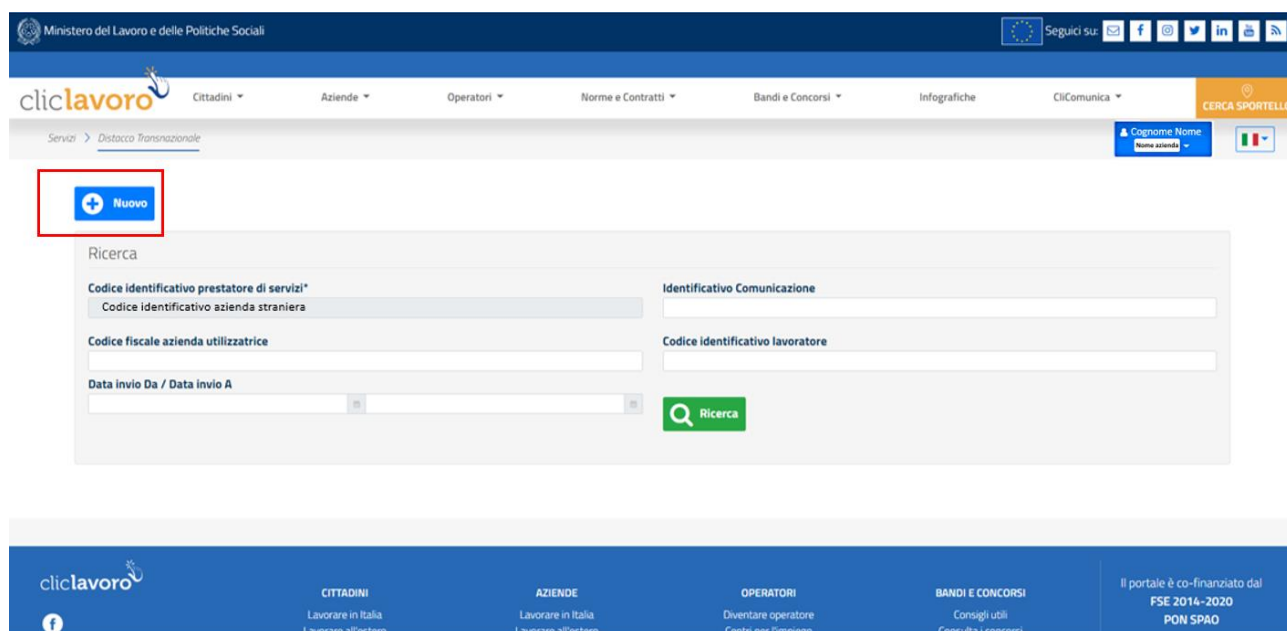
The following columns present:

	Detail icon (<i>Dettaglio</i>): allows to access the sections regarding the details of the notification of transnational posting.		Modify icon (<i>Modifica</i>): allows to access the modify mode for those notification in Draft status (not submitted yet).
--	---	--	---

	Delete icon (<i>Elimina</i>): allows to only delete those notification in Draft status (not submitted yet).		PDF Receipt icon (<i>Ricevuta PDF</i>): allows to download the pdf of the notification(s), both submitted or in Draft status.
	Clone icon (<i>Clonazione</i>): allows to reproduce clone(s) of the notification(s) already submitted.		Change icon (<i>Variazione</i>): allows to change non-essential data of a notification, within 5 days from the date on which it is necessary to notify any update.
	Cancel icon (<i>Annullamento</i>): allows to cancel a notification already submitted within 11:59 pm of the day before the start of the posting (or of the first posting among the existing ones).		

3.2. Sections of the Completion

The screen shown represents the system's interface shown after clicking on the **"Access"** (*"Entra"*) button. The **"New"** (*"Nuovo"*) button will allow to access the completion of a new notification of transnational posting.



The screenshot displays the cliclavoro website interface. At the top, there is a navigation bar with the logo 'cliclavoro' and several menu items: Cittadini, Aziende, Operatori, Norme e Contratti, Bandi e Concorsi, Infografiche, and CliComunica. A 'CERCA SPORTELLLO' button is also visible. Below the navigation bar, a 'Servizi > Distacco Transnazionale' breadcrumb is shown. On the left side, a 'Nuovo' button with a plus icon is highlighted with a red rectangular box. The main content area features a 'Ricerca' (Search) section with several input fields: 'Codice identificativo prestatore di servizi*', 'Codice identificativo azienda straniera', 'Codice fiscale azienda utilizzatrice', 'Data invio Da / Data invio A', 'Identificativo Comunicazione', and 'Codice identificativo lavoratore'. A green 'Ricerca' button is located at the bottom right of the search section. The footer contains the cliclavoro logo, social media icons, and links for 'CITTADINI', 'AZIENDE', 'OPERATORI', and 'BANDI E CONCORSI'. It also mentions 'Il portale è co-finanziato dal FSE 2014-2020 PON SPAD'.

This will allow to perform the completion of the first section, the **Service Provider**:

The screenshot shows the 'Prestatore di Servizi' (Service Provider) form on the cliclavoro portal. The form is titled 'Prestatore di Servizi' and is highlighted with a red box. It contains two columns of input fields. The left column includes: 'Codice identificativo prestatore di servizi*' (with a sub-field 'Codice identificativo dell'azienda ricevente'), 'Identificativo Somministrazione', 'Città Sede Legale*', 'Cap Sede Legale*', and 'FAX Sede Legale'. The right column includes: 'Denominazione*' (with a sub-field 'Nome Azienda'), 'State*', 'Indirizzo Sede Legale*', 'Telefono Sede Legale*', and 'Email*'. At the bottom of the form are two buttons: 'Salva' (Save) and 'Annulla' (Cancel).

The Service Provider section requires to enter all the data regarding the foreign company wishing to post one or more of its workers, in support of an Italian company. The “Service Provider’s Identification Code”* (“*Codice identificativo prestatore di servizi*”*) and “Name”* (“*Denominazione*”*) field are automatically set-up by the system, on the basis of the data indicated at the registration of the service provider on the portal. Therefore, the compiler is not allowed to modify this information.

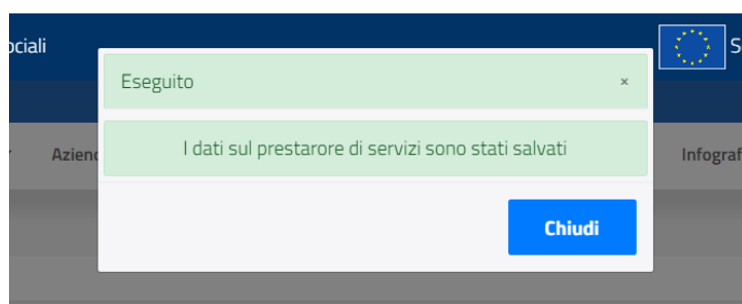
The asterisk (*) indicates that entering the following data is mandatory:

- State – the service provider’s home State.
- City of the legal address – city of the legal address of the service provider.
- Legal address – service provider’s legal address.
- Zip code, Telephone number and Email address of the legal address - contact data of the service provider’s legal address.


On the contrary, the following field are not mandatory:

- Supply of staff Identification number – the number of the authorisation to the performance of the supply of staff activity, issued by the State of establishment, where required by the legislation of the same State. It is restricted to TWAs, i.e. only to EU temporary work agencies;
- Fax number of the legal address - contact datum of the service provider’s legal address.

After the data are entered and clicking on the “**Save**” (“*Salva*”) button, the system will inform about the correct back-up of the data entered.



By clicking on the “Close” (“Chiudi”) button, it will be possible to complete the other sections.

At the completion of the first section regarding the Service Provider, by clicking on the  icon, it will be possible to enter the data required in the section regarding the **Postings (Distacchi)**.

In this section the following data are mandatory:

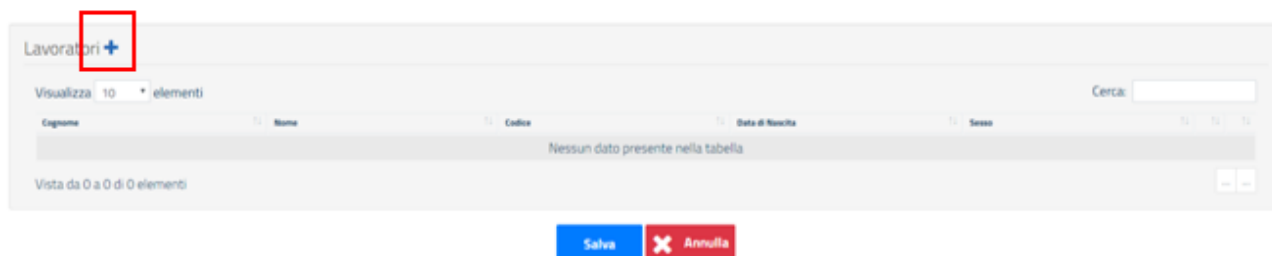
- Start date of the posting of the worker(s) - the start date of the posting period. It is specified that where the type of notification is a “Prior Notification”, the start date to be indicated must be after the date on which the notification is entered in the system. On the contrary, where the type of notification is a “Deferred Prior Notification”, the restriction above does not apply.


- End date of the posting – the end date of the posting period of the worker(s).

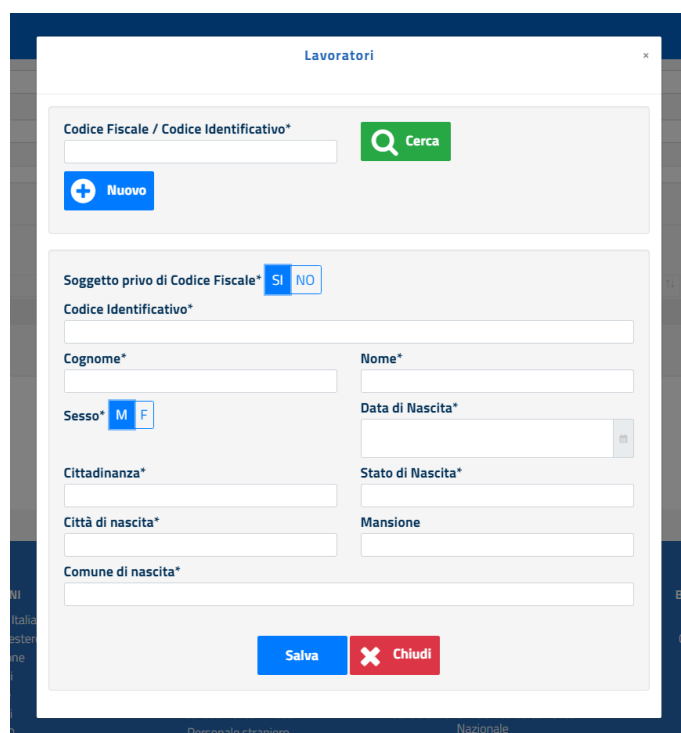
For both fields (Start Date and End Date) the entering of the date will be facilitated by the displaying of a drop-down menu with a calendar.

- Municipality of the posting location;
- Zip code of the posting location;
- Address of the posting location.

Subsequently:



By clicking on the  icon, it will be possible to enter the data required in the section dedicated to the **Workers** interested by the Posting.



By entering in the field “Tax Registration Number/Identification Code” (“*Codice Fiscale/Codice Identificativo*”) the relevant datum of the worker interested by the posting, and by clicking on the “Search” (“*Cerca*”) button, where that datum has been already entered in the system, all the following fields (Identification Code, Surname etc.) will be automatically completed.

On the contrary, if the same datum has not been previously entered in the system, it will be possible to autonomously complete the required field.

The mandatory data are:

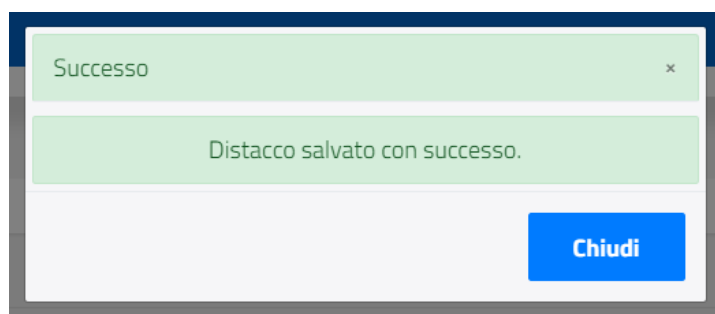
- Identification Code - the identification code assigned by the worker's home State for tax or similar purposes, corresponding to the Italian tax registration number (*Codice Fiscale*), if the worker holds such identification number;
- Surname and Name – the worker's personal record;
- Gender - the worker's gender. The admitted values are Male or Female;
- Date of Birth - the worker's date of birth. A pop-up window with a calendar will facilitate the selection of the date to be entered;
- Citizenship - the worker's citizenship;
- State of Birth - the worker's State of birth;
- City of Birth - the worker's City of birth;
- Municipality of Birth - the worker's Municipality of birth.

The only non-mandatory field is the one regarding the worker's Occupation (or Classification level).

By clicking on the **"Save"** (*"Salva"*) button, the Workers section will be closed and the system will go back to detailed screen for the Postings (page 12 – image 2) where the worker just entered will be displayed and it will be possible to enter any other worker interested by the posting.

Note: the two highlighted buttons   allow to respectively modify and delete the details of the worker(s) already entered.

After having entered all the workers interested, by clicking on the **"Save"** (*"Salva"*) button, the system will inform about the implemented back-up of the data.



By clicking on the **"Close"** (*"Chiudi"*) button, it will be possible to complete the other sections.

Thus, the system will go back to the start page (page 11 – image 1) where it will be possible to complete the sections highlighted below.

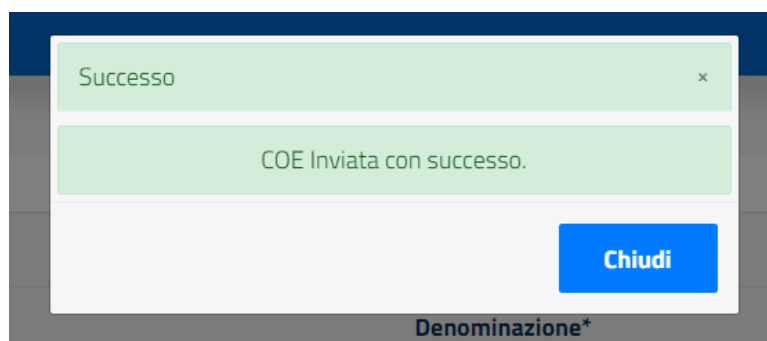
The screenshot shows a web form titled 'Distacchi' with a search bar and a table of results. The table has columns for 'Data Inizio', 'Data Fine', and 'N° Lavoratori'. The first row shows '01-03-2019', '07-04-2019', and '1'. Below the table, there are two rows of blue buttons: 'Legale Rappresentante Prestatore Servizi' and 'Azienda Distaccataria' in the first row, and 'Referente (art.10, comma 3, lettera b)' and 'Referente (art.10, comma 4)' in the second row. At the bottom, there are three buttons: 'Salva bozza' (blue), 'Annulla' (red with a white X), and 'Invia CO' (blue).

Specifically, it will be necessary to enter the required data for the Service Provider’s Legal Representative, the Company benefitting from the posting, the Contact Person (art. 10, paragraph 3(b)), the Contact Person (art. 10, paragraph 4) and, lastly, the Submission Data.

At the completion of each section, the relevant button will turn in green colour. Therefore, it will be possible to submit the notification of posting only when all the button will turn from blue to green.

This screenshot shows the same form as the previous one, but the buttons for 'Legale Rappresentante Prestatore Servizi', 'Azienda Distaccataria', 'Referente (art.10, comma 3, lettera b)', and 'Referente (art.10, comma 4)' are now green. The 'Salva bozza' button remains blue, while 'Invia CO' and 'Annulla' are also green.

By clicking on the **“Save Draft”** (*“Salva Bozza”*) button, it will be possible to save the draft notification, while by clicking the **“Submit NO”** (*“Invia CO”*) it will be possible to submit the notification.



4. Cancellation and Change

4.1. Cancellation

It is possible to cancel a “Prior Notification”/“Deferred Prior Notification” in the Submitted status within 11:59 pm of the day before the start of the first posting declared.



In accordance with the above mentioned time limit, among the different situations which could require to submit a notification of cancellation, it is necessary to refer the required updating of those information classified as “essential data”:

- Service Provider: Identification Code or State of establishment.
- User Company: Company’s tax registration number.
- Worker: Identification Code or State of Birth or Citizenship.

To update the information regarding the service provider it is necessary to refer to the registration data; therefore, this information must be updated with reference to those provided for the registration of the enterprise within the company’s profile on the portal www.cliclavoro.gov.it

It is required to modify the remaining data during the completion of the notification of cancellation.

It is specified that it is not possible to cancel nor update the prior notification subject to the cancellation. Moreover, in turn, it is not possible to cancel nor update a notification of cancellation.

4.2. Change

It is possible to update a “Prior Notification”/“Deferred Prior Notification” with one or more postings started. The change is used to correct the so-called “non-essential” data and must be submitted within 5 days from the date on which the updates are required to be notified.



It is allowed to modify the following data:

- Start, end date and duration of the posting;
- Place of the service provision;
- Type of services (ATECO Code);
- Personal data and address for service of the Contact person under paragraph 3(b);
- Personal data of the Contact person under paragraph 4;
- Number of the authorisation to the supply of staff activity.

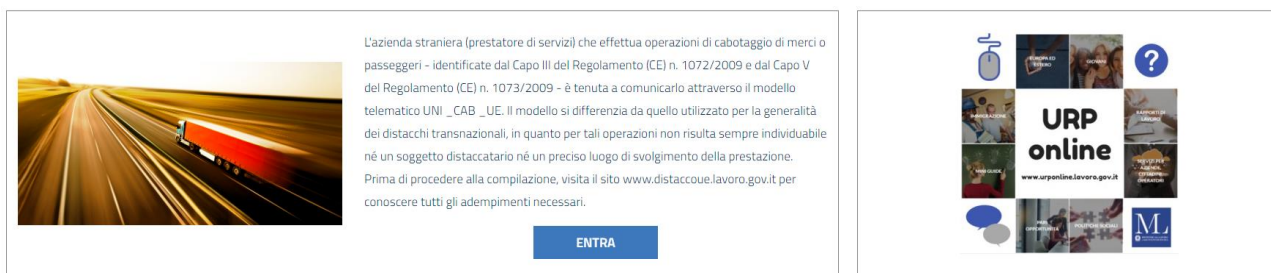
It is specified that the submission of a notification of change results in the impossibility to cancel or re-update the prior notification subject to the change. Moreover, it is possible to update it, clearly until a relevant change of the same is submitted.

Lastly, it is possible to cancel a notification of change.

5. The UNI_CAB_UE form

Since 1° March 2017 - for the purposes of the prior notification of posting in the cases of cabotage of passengers or goods - on the platform, it is available the Uni CAB UE notification form. Therefore, the posting foreign enterprise is required to fulfil the relevant obligation using the on line procedure, always available on the portal <https://servizi.lavoro.gov.it> by selecting, after the access (for any detail, please refer to paragraph 2 – page 4) the CABOTAGE (*CABOTAGGIO*) icon among those available on the home page.

By selecting the Cabotage icon, the same procedure as for the above referred to UNI_Distacco_UE form will be presented; therefore, the system will show the screen through which it is possible to select the foreign company's profile intended for the operation (image 2 - page 5) to show, thus, the application's homepage. On this page, by clicking on the "Access" ("Entra") button, it will be possible to access the following section.



After the selection of the "Access" ("Entra") button, the procedure is the same as for the UNI_Distacco_UE form.

The "Service Provider's Identification Code" ("*Codice identificativo prestatore di servizi*") field will be pre-completed by the system on the basis of the foreign company's profile selected to operate. On the contrary, the other fields may be completed by the user on an autonomous basis.

The "Search" ("*Ricerca*") button will allow to access under the search mode any notification of posting/cabotage already submitted or in draft form related to that company (please refer to page 8).

The "New" ("*Nuovo*") button will allow to access the completion of a new notification of cabotage. This will allow to perform the completion of the first section, the **Service Provider** as for the UNI_Distacco_UE form (please refer to page 10).

After the data are entered and clicking on the "Save" ("*Salva*") button, the system will inform about the correct back-up of the data entered.

After the completion of the section regarding the Service Provider, it will be possible to complete the other sections.

Ministero del Lavoro e delle Politiche Sociali

Seguici su: [social media icons]

Dettaglio Cabotaggio

Codice identificativo prestatore di servizi*
010203040506070809

Denominazione*
Azienda estera

Stato*

Città Sede Legale*

Indirizzo Sede Legale*

Cap Sede Legale*

Telefono Sede Legale*

FAX Sede Legale

Email*

Distacchi +

Visualizza 10 elementi

Cerca:

Data Inizio	Data Fine	N° Lavoratori
Nessun dato presente nella tabella		

Vista da 0 a 0 di 0 elementi


Legale Rappresentante Prestatore Servizi

Dati Inizio

Referente (art. 10, comma 3, lettera b)

Referente (art. 10, comma 4)

Annulla

By clicking on the  icon, it will be possible to enter the data required in the section dedicated to the Postings related to the notification of Cabotage.

It is specified that for the completion of the Postings and Workers sections, the same instructions above referred to for the UNI_Distacco_UE form (from page 11 to page 13) apply.

Once such sections are completed, it will be possible to enter the required data for the Service Provider's Legal Representative, the Contact Person (art. 10, paragraph 3(b)), the Contact Person (art. 10, paragraph 4) and, lastly, the Submission Data.

At the completion of each section, the button related to each required section will turn in green colour. Therefore, it will be possible to submit the notification of posting only when all the button will turn from blue to green.

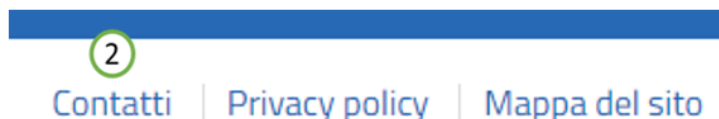
6. Requesting Assistance

For any need, with both a technical nature or hard-legal/procedural, or also just to require information regarding the access to the application, it is possible to contact the Public relation office (*URP*), on line through the dedicated “Contacts” (“*Contatti*”) section, by:

- 1) clicking on the top right icon, on any page:



- 2) clicking on the down right link, on any page:



- 3) or through the following link: <https://urponline.lavoro.gov.it/s/crea-case>

It will be necessary to highlight the category required with the item “Transnational Posting” (“*Distacco Transnazionale*”) and the sub-category required with the item “EU Posting” (“*Distacco UE*”), as regards the UNI_Distacco_UE form.

It will be necessary to highlight the category required with the item “Transnational Posting” (“*Distacco Transnazionale*”) and the sub-category required with the item “Transnational Cabotage” (“*Cabotaggio Transnazionale*”), as regards the UNI_CAB_UE form.

END OF THE DOCUMENT