

Notification form of a posted worker
(Informace o vyslání pracovníka)

Notification by the employer (of the posting company) of posting workers to the Czech Republic pursuant to
Directive 96/71/EC concerning the posting of workers in the framework of the provision of services

(Section 87 of Act No. 435/2004 Coll., on Employment, as amended)

1) Employer (posting entity)

Company.....

Address (street, number, town, postal code).....

Country.....

Identification No./VAT¹.....

Contact person..... tel. e-mail

1a) Employer (posting in the form of agency employment)²

Identification data of the responsible representative

Scope of the business activity

2) Posting to the Czech Republic

Posting period from to³.....

Sector according to (CZ-NACE)⁴

Type of work (according to CZ-ISCO)⁵

Qualification required for performance of the work

3) Place of work and receiving entity in the Czech Republic

Place of work (address – street, number, town, postal code)

Natural or legal person (name) to which a worker is posted in the Czech Republic

Based at / residence (address – street, number, town, postal code)

Identification No. Birth certificate number.....

Contact persontel. e-mail

4) Posted worker⁶	
Surname:	
First name:	Citizenship:
Date of birth:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Permanent residence:	Travel document number:
Highest educational attainment according to ISCED ⁷	
Comment ⁸	

Date:

Stamp:

Signature of the responsible person of the sending entity.....

<p><u>Record of the Regional Labour Office of the Czech Republic in</u> Date of delivery.....</p>
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Explanatory notes:

1. Tax identification number, e.g. VAT – number assigned in the country of origin of the sending entity.
2. Points 1) and 1a) are to be filled in by the employer posting workers in the form of temporary agency work.
3. If the exact duration of the posting is unknown, the employer shall provide the expected date of the posting termination.
4. [CZ-NACE = Classification of Economic Activities](#), name and number shall be provided.
5. [CZ-ISCO = Classification of Occupations](#), name and number shall be provided.
6. In the event of posting multiple workers, the Annex – “Bulk notifications of posted workers” may be applicable.
7. [International Standard Classification of Education ISCED](#), the highest educational attainment shall be provided.
8. The notes of a mass notification of posted workers must always include the information: “Bulk notification of posted workers is attached to this notification.”

Please note:

- The local competence of the regional branch of the Labour Office is governed by the venue where the job is to be performed (the place of work of the posted worker), unless Act No. 435/2004 Coll., on Employment, as amended (Section 8a (2)) or other legal regulation provides otherwise.
- The subject of e-mail correspondence with the Labour Office should state – “Notification of posting”.
- The electronic submission of forms has the following delivery options:
 - via a data box information system,
 - via e-mail to the e-mail address of the electronic filing system.
- The posting employer is obliged to maintain records pursuant to Section 102 of Act No. 435/2004 Coll., on Employment, and to ensure that copies of documents proving the existence of the labour-law relation are available in the Czech language at the workplace.