Notification procedure
User’s Handbook

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Replaces the version from October 2019
1. Overview

1.1 About this document

This User’s Handbook explains the various steps in the notification procedure.

In this User’s Handbook, 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-27/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 a EU/EFTA member state domiciled in a EU/EFTA member state

1.2.1 Croatian nationals wishing to take up salaried employment in Switzerland

Croatian nationals wishing to take up salaried employment in Switzerland must have a valid permit, from the first day of work; the notification procedure does not apply.
1.2.2 Croatian nationals wishing to provide services in Switzerland

Companies or self-employed persons domiciled in Croatia that wish to provide services in Switzerland for up to 90 days per calendar year must submit a notification form if the services to be provided relate to a general services branch.

If the services to be rendered relate specifically to one of the following four economic branches, then a permit must be obtained from the first day of work; the notification procedure does not apply.

- Building construction and secondary contract work
- Gardening and landscaping
- Cleaning in companies
- Monitoring and security services

1.2.3 Croatian nationals

Transitional conditions apply to Croatian nationals. Click on the following link and select the tab on the far right marked “Croatia” for more details. www.sem.admin.ch > Free Movement of Persons Switzerland – EU/EFTA > Living and Working in Switzerland > Croatia

The following pages explain each of the technical steps to be followed when filling out the online notification. Specific circumstances are not mentioned in this Handbook. For more detailed information, please contact the corresponding cantonal authority at the place of work. Answers to frequently asked questions (FAQ) can be found on the website of the State Secretariat for Migration www.sem.admin.ch Favourites > Free Movement of Persons Switzerland – EU/EFTA > FAQ.

1.2.4 UK nationals (Brexit)

In 2016 the UK decided that it wanted to leave the EU. The country’s exit from the EU also impacts Switzerland, as relations between Switzerland and the UK are currently governed to a large extent by the Switzerland-EU bilateral agreements (e.g. the Agreement on the Free Movement of Persons, AFMP).

The EU and the UK have concluded a withdrawal agreement, and the UK has left the EU on 31 January 2020. Under the withdrawal agreement, there will be a transitional period until 31 December 2020. This means that the UK will have the status of an EU member state until this date. The transitional period may be extended.

The AFMP between Switzerland and the EU continues to apply until at least 31 December 2020 for UK nationals in Switzerland and for Swiss nationals in the UK.

The notification procedure for short-term work in Switzerland thus continues to apply to UK nationals and services providers based in the UK.
Your contacts for the notification procedure - at a glance

State Secretariat for Migration SEM: www.sem.admin.ch


Adresses of cantonal authorities: www.sem.admin.ch/sem/de/home/ueberuns/kontakt/kantonale_bekoerden/Adressen_Meldeverfahren.html

Information platform entsendung.ch – information on salaries/work, rights/obligations, penalties: www.entsendung.admin.ch


There is no difference between the online notification procedure and the standard notification procedure. If exceptional circumstances prevent you from registering over the Internet, you may fill out a hardcopy version and submit it by post or fax.
2. Information at a glance

What information/documents are needed for the notification?
Depending on the category (employment/provision of service¹), 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 employer² (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 [www.arbeit.swiss > Job registration requirement](https://www.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.

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:

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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.
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 must be announced and explained when registering (Field "Comments" in the online notification (see Chapter 6.2.6 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).

Subsequent changes to notification (see Chapter □ and □)

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).

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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 (in German), no. 3.3.5
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.

A new online notification must be made in the following cases

- 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 Chapter 6.2.5 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. Responsibility 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 also 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 or printing confirmation messages.
3. **Starting the notification procedure**

In order to start the notification procedure, go to the website [www.sem.admin.ch](http://www.sem.admin.ch).

Then scroll down to **Favourites** and click on **Registration procedure for short-term work in Switzerland**.
The following page will be displayed. This page contains all of the key information and instructions concerning the notification procedure.

Now click on **Online registration 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 lists messages about the Application (informations, interruptions, etc.)

4.1 **Forgot username**

If you have forgotten your username, you can have it sent to you by e-mail.

Click on **Forgot username**
Enter the e-mail address that you chose when your profile was created.
Click on Request username

You should shortly receive an e-mail with your username.

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

jeu. 18.02.2016 11:14
online-support@sem.admin.ch
Username - Notification procedure

We have received your request.

The username below belongs to the following e-mail address: [REDACTED]@sem.admin.ch

MaryseSuisse

Kind regards

State Secretariat for Migration SEM

4.2 Changing your password
If you have forgotten your password, you can choose a new one.

Click on Forgot password
Enter your username
Click on **Request change of password**

You should shortly receive an e-mail with an activation code to reset your password.

An e-mail message containing the activation code will be sent to the e-mail address chosen when your profile was created.

Click on the link below to activate your new password.
Enter your username and the new password on the following page.

https://mewebltg.admin.ch/meldeverfahren/?request_language=en#PasswordResetPlace.lues1ca5mjatts6f47c1n30qfr

If the link does not work, go to startpage (https://mewebltg.admin.ch/meldeverfahren/) click on "Profile" and "Reset password". Enter your username, the activation code below and the new password.

Activation code = lues1ca5mjatts6f47c1n30qfr

Kind regards

State Secretariat for Migration SEM

Click on the link in the e-mail message to go to the **Reset password** page:

The following information must be provided:

1. Your username
2. The activation code will be automatically retrieved from the e-mail message.
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 Reset password page, 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. Manage client profile

5.1 Creating a profile

On the start page, click on the menu item Registration and select the type of profile that you wish to create.

5.1.1 Creating a profile for Swiss-domiciled companies

All fields marked with an (*) are required fields

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 5.2.
5.1.2 Creating a profile for companies domiciled in an EU/EFTA member state

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

1. Choose the option for a company domiciled in an EU/EFTA 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: 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 5.2.
5.1.3 Creating a profile for self-employed service providers from an EU/EFTA 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 [www.entsendung.admin.ch](http://www.entsendung.admin.ch).

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

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 exact street address of company.
   - Enter postal code and town.
   - Select 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 5.2.

5.2 Activating a profile

Click on Register to automatically receive an activation code at the e-mail address chosen when your profile was created.

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

Enter your username.

Click on Activate profile.

The activation code will automatically be retrieved from the e-mail message.

If you are not automatically taken to the Activate profile page, 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 data in your profile, you will need to click on Profile - Manage profile.

Except the username, you may also change any other data you wish. To confirm the changes, click on Save changes.

If you change your profile language, you will see the new language after a new login.

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

E-mail address changed successfully. In order to use this e-mail address in your profile, you must first activate it. An e-mail message with the activation code has been sent to you.

The profile has been successfully updated.

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

Click on the link below to activate your new e-mail address.

The activation code will automatically be entered on the following page.

https://mewebintg.admin.ch/meleeverfahren/?request_language=en&EmailActivationPlace:ko0u2o31u23vmkdh388fcy0he

Kind regards

State Secretariat for Migration SEM

Click on the link to display the following page:
Simply click on **Activate e-mail**.

The activation code will be filled in automatically. 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 is displayed on a single page.

Registration must be completed no later than one day before work begins.

6.1.1 Information about Swiss employer

Here the data from your profile will be filled in automatically. If necessary, you may change the information concerning the person responsible (Item 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 Work or directly enter the Work end date (DDMMYYYY)
3. You have the option of calculating the total number of days to be announced in the notification. Click on Calculate days.
4. Here you may Delete a stay by clicking on the icon.
5. Here you may Add a stay by clicking on the icon. You may add up to 24 stays per notification.

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 its job.

In the context of staff leasing, the working place is the place where the person – hired by a leasing company – is providing its services.

Enter address/more detailed information.

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

If an employee has already been registered, then you may find the person’s name by clicking on Select employees. Otherwise, you will have to enter the person’s details first.

At present, Swiss employers may only submit notifications for nationals from EU-27/EFTA member states (excl. Croatia).

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 required fields (*) must be filled in.

1. Click on Register employee to enter data and return to the notification.
2. Click on Register additional employees if you wish to register additional employees.

The employee data will be automatically saved in the employees list and may be reused for subsequent 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.

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 search for an employee in the list by typing (at least three letters) of the search criteria in the Filter field.
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, following screen will appear.

The employee's personal data will be displayed.

If necessary, you may correct the data.

_confirmation the data by clicking on Register employees.

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

Click on Next employee to move to the next employee. If an employee does not need to be registered, then you may click on Skip employee to ignore this employee.

Once all of the employee data have been entered, their names will appear in the notification.
You now have the option of adding more employees (Steps 1 and 2).

- Click on this icon to make changes to employee data
- Click on this icon to delete a selected employee.
- Click on the title to sort employees by Surname, First name, Date of birth and Citizenship.

### 6.1.5 Completing the notification

1. Click on a), b), c) and d) to confirm compliance.
2. If you have any important comments, you may write these in the Comment field.
3. If all data are correct, then click on Send notification. Your notification will be sent to the competent authority 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 have been sent to the competent authority. The following are important:

- Information about the authority
- Information about the notification, particularly the notification number
- Comment on notification

⚠️ Print the confirmation and keep it on file!

Click on New notification to create a new notification.

### 6.1.6 Making changes to the notification

Once the notification has been sent successfully, you will no longer be able to make changes or view the notification online. You must notify the competent cantonal authority by e-mail of the following changes. Information about the competent authority can be found on your copy of the notification.

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

A new online notification must be filled out for all other changes.

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 is displayed on a single page.

- **Notification procedure**
  - **Notification of short-term stays**
  - **02.2020 | 28.43**

**Report short-term stays**

**Instructions for company**

- Follow these instructions carefully.
- This notification must be made no later than eight days prior to commencement of employment in Switzerland.
- The notification must be submitted by the employer.
- The notification procedure shall be initiated in accordance with Article 3 of the Federal Act of 8 October 1986 on the minimum employment and salary conditions for workers posted to Switzerland and accompanying measures.
- A general notification by the employer for the payment of a premium by the employee, this obligation applies to foreign employees posted in Switzerland. The Act 3 of the Federal Act on workers posted to Switzerland (Betriebsverordnung für Mitarbeiter, BetrAV, 3) and further information can be found at www.betrav.admin.ch.
- Companies with a turnover of less than CHF 100,000,000 must not apply for further information (in Germany) see foo.
- Companies who are based in Germany who provide services in Switzerland up to 90 days per year must apply for further information. The notification procedure is limited to services provided in the general service branch. The conditions for the notification must be completed no later than eight days prior to the work begin.
- The notification takes effect during the term of the contract. The notification shall be made no later than the first day of work. The person listed in any of the following four economic branches: structural and ancillary contract work, landscaping and landscaping. Existing work in complete. Security services.

**Information about the company**

**Employer**

- Address: [Address]
- Economic branch: [Economic branch]
- Street address: [Street address]
- City: [City]
- Responsible person: [Responsible person]
- Telephone: [Telephone]
- Fax: [Fax]
- E-mail address: [E-mail address]

**Contact details in Switzerland during the employment**

- Company name: [Company name]
- Street address: [Street address]
- City: [City]
- Telephone: [Telephone]
- Fax: [Fax]
- E-mail address: [E-mail address]

**Work**

- Start date: [Start date]
- End date: [End date]
- Total days announced: [Total days announced]

**Place of work**

- A separate notification must be submitted for each place of work.
- Address/branch detail information: [Address/branch detail information]
- Postal code/Town: [Postal code/Town]
- Purpose of service: [Purpose of service]

**Information about the employer**

- Select employee: [Select employee]
- Date of birth: [Date of birth]
- Citizenship: [Citizenship]
- Edit: [Edit]
- Delete: [Delete]

- Register employees: [Register employees]

- Confirm compliance:

- The employer confirms:
  - that the Federal Act of 6 October 1986 on the minimum employment and salary conditions for workers posted to Switzerland and accompanying measures (BetAV, 3/2023), specifically Art. 2 and Art. 3 of this Act, has been read and understood and that the minimum work and pay standards applicable in Switzerland will be adhered to for the entire duration of the contract and for all posted employees.
  - that the employees listed in this notification have been informed of the substance of this application.
  - that the notification has been submitted in accordance with the relevant trade, occupational and professional requirements will be adhered to.
  - that the accuracy of the information provided in this registration form is correct.
  - that the notification is correct.

- Your company has a Swiss VAT number (Business Identification Number with the addition VAT): [VAT number]

**Comment on notification**

- Comment: [Comment]

The notification must be made no later than eight days prior to commencement of work.
6.2.1 Information about the company abroad

Here, the data will be taken from your profile. If necessary, you may make changes to the information about the person in charge (Items  and ).

<table>
<thead>
<tr>
<th>Employer</th>
<th>Economic branch</th>
<th>Street address</th>
<th>Postal code/Town</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dorfstrasse 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3030 Bern</td>
</tr>
</tbody>
</table>

6.2.2 Contact details in Switzerland during period of work

Please fill in all required fields (*).

Under contact details, indicate the name of a person in Switzerland whom the Swiss authorities may contact during the period of work. You may indicate this person’s contact details in Switzerland (e.g. address of the place of work and cell phone number where they may always be reached). Alternatively, you may indicate the contact details of the client, the Swiss contracting entity, general contractor or architect responsible for the work to be done, site foreman, etc.). In all cases, this person must be notified that he/she has been designated as the contact person for Swiss authorities. This person must also be able to answer the questions of the authorities.

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 to be announced in the notification. Click on Calculate days.
4. Here you may Delete a stay by clicking on the icon.
5. Here you may Add a stay by clicking on the icon. You may add up to 24 stays per notification.

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 filled out for each place of work.

1. Address/more detailed information. Be as specific as possible when indicating the place where work is to be performed. You may indicate the location of a construction site, the address of a client, etc.
2. 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. Indicate the purpose of service

6.2.5  Registering employees

If a employee has already been registered, then you may find the person’s name by clicking on Select employees. Otherwise, you will have to enter the person’s details first.

Registering employees with the authorities

Click on Register employees will display a page allowing you to enter data for the new employee:

All required fields (*) must be filled in.

1. Select the trade from the drop-down list. If you are unable to find a matching trade from the drop-down list, select Other (free text). Then describe the occupation in the overlaid free-text field in your own words.
Select the precise description of the occupation (from the drop-down list) that the posted employees will carry out in Switzerland. If you are unable to find a matching occupation from the drop-down list, select *Other (free text)*. Then describe the *occupation* in the overlaid free-text field in your own words.

Here you are asked to provide information about the gross hourly wage to be paid to the employees in Switzerland. Indicate the amount in the corresponding European currency. For questions concerning wages, please contact the State Secretariat for Economic Affairs (SECO) directly: [www.entsendung.admin.ch](http://www.entsendung.admin.ch)

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.

The field *Residence permit in the sending state since* must only be filled out if the employee to be posted is a citizen of a third state (i.e. non EU member state).

Click on *Register employee* to enter data and return to the notification.

Click on *Register additional employees* if you wish to register additional employees.

**Select employees from employee list**

If you have already created notifications with this profile, then you may re-select employees by clicking on *Select employees*.

Click on the line corresponding to the desired employee. If you wish to select several employees, press and maintain the Ctrl key while making your selection.

Click on *Add selected employee* to add employees to your notification.

You may search for an employee in the list by typing (at least three letters) of the search criteria in the *Filter* field.

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

To delete employees from the list, click on *Delete persons*.
If your list contains more than 1000 employees, following screen will appear.

The employee's personal data will be displayed.

Make the necessary changes and verify date. Confirm the data by clicking on Register employee.

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

Click on Next employee to move to the next employee. If an employee does not need to be registered, then you may click on Skip employee to ignore this employee.
Once all of the employee data have been entered, their names will appear in the notification.

You now have the option of adding more employees (Steps 1 and 2).
1. Click on this icon to make changes to employee data
2. Click on this icon to delete a selected employee.
3. Click on the title to sort employees by Surname, First name, Date of birth and Citizenship.

6.2.6 Completing the notification

By clicking on all of the checkboxes, the employer confirms awareness and acceptance of applicable legal provisions.

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. Once you are done, do not forget to click on Return to complete the notification procedure for the work to be done in Switzerland. For questions concerning VAT, please contact the Federal Tax Administration.

If you have any important comments, you may write these in the Comment field (e.g. concerning an emergency situation).

If all data are correct, click on Send notification. Your notification will be sent to the competent authority for the place of work.

Click on Reset to clear all data in your notification.

The following page will be displayed.
This page displays the data that have been sent to the competent authority. The following are important:

1. Information about the authority
2. Information about the notification, particularly the notification number
3. Comment on notification

⚠️ Print the confirmation and keep it on file!

- Click on **New notification** to create a new notification.

### 6.2.7 Making changes to the notification

Once the notification has been sent successfully, you will no longer be able to make changes or view the notification online. You must notify the competent cantonal authority by e-mail of the following changes. Information about the competent authority can be found on your copy of the notification.

- Postponement of the work to a later date
- Change in the duration of work (extension or shortening)
- Interruption of work
A new online notification must be filled out for all other changes.

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 must choose the type of notification:

Select the option submit a notification for yourself 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 www.entsendung.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 employee" of the company. However, in the "Notification comments" field, you may indicate that the individuals mentioned as posted employees are also owners (i.e. self-employed persons) of the company.

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.

Then click on Next.

If you will be managing your employees locally during an assignment in Switzerland, you must fill out two separate notifications: one notification for you as a self-employed service provider and one notification for your posted employees.

The online notification is displayed on a single page.
The notification must be made **no later than 8 days prior to commencement of work.**

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

The data will be taken from your profile. You must still indicate the **occupation** 📁. If necessary, you may change the telephone number.

### 6.3.2 Contact details in Switzerland during period of work
Please fill in all required fields (*):

Under contact details, indicate the name of a person in Switzerland whom the Swiss authorities may contact during the period of work. You may indicate this person’s contact details in Switzerland (e.g. address of the place of work and cell phone number where they may always be reached). Alternatively, you may indicate the contact details of the client, general contractor or architect responsible for the work to be done, site foreman, etc.). In all cases, this person must be notified that he/she has been designated as the contact person for Swiss authorities. This person must also be able to answer the questions of the authorities.

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 to be announced in the notification. Click on Calculate days.
4. Here you may Delete a stay by clicking on the icon.
5. Here you may Add a stay by clicking on the icon. You may add up to 24 stays per notification.

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 filled out for each place of work.

Address/more detailed information. Be as specific as possible when indicating the place where work is to be performed. You may indicate the location of a construction site, the address of a client, etc.
3. 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 service: indicate the specific assignment as it was received from the client (e.g. installation of computer server, security services during an event).

6.3.5 Completing the notification

By clicking on these two checkboxes, you confirm your compliance with all regulatory, notification and reporting requirements and take note of possible VAT liability.

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. Once you are done, do not forget to click on Return to complete the notification procedure for the work to be done in Switzerland. For questions concerning VAT, please contact the Federal Tax Administration.

If you have any important comments, you may write these in the Comment field (e.g. concerning an emergency situation).

If all data are correct, click on Send notification. Your notification will be sent to the competent authority for the place of work.

Click on Reset to clear all data in your notification.

The following page will be displayed:
This page displays the data that have been sent to the competent authority. The following are important:

1. Information about the authority
2. Information about the notification, particularly the notification number
3. Comment on notification

⚠️ Print the confirmation and keep it on file!

Click on New notification to create a new notification.

### 6.3.6 Making changes to the notification

Once the notification has been sent successfully, you will no longer be able to make changes or view the notification online. You must notify the competent cantonal authority by e-mail of the following changes. Information about the competent authority can be found on your copy of the notification.

- Postponement of work to a later date
- Change in duration of work (extension or shortening)
- Interruption of work
A new online notification must be filled out for all other changes.

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 form has been processed by the competent authority, an e-mail message will be sent to the e-mail address saved in your profile.

Your notification has been processed by the corresponding authorities. Click on the link below to view and print the confirmation from these authorities. You need to enter your username and password.

https://mvwebintg.admin.ch/meideverfahren/#/AcknowledgementsListPlace:notification

Kind regards

beco Berner Wirtschaft

Click on the link provided in the e-mail address to go directly to the See confirmations page. If you have not yet logged in, enter your username and password.

If you have already logged in, click on the menu item Notifications, See confirmations.

The following page will be displayed:

You can see all confirmations in your Profile that are not older than two years.

- Here you will find important information.
- Search criteria:
Here you have the option of searching for notifications. The following search criteria are available:
- Work start date from
- Work start date to
- Notification number
- Place of work
- “Read” boxes

- Show all confirmations
- Show confirmations that have already been read
- Show confirmations that have not yet been read

🔍 You can filter search results. Enter at least 3 characters of your search term. Matching confirmations will be displayed.
🔍 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 employees that has either been approved or rejected).
🔍 In order to view a confirmation, click on the magnifying glass icon.
🔍 You can also open and download the confirmation as a .pdf file.
🔍 Confirmations that you have already viewed will be check-marked as "Read".
🔍 In order to display all of the confirmations again, click on Reset search criteria and then on Refresh list of confirmations.

⚠️ 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 Handbook, you may click on the menu item *Contact* to see the contact details of various bodies as well as the addresses of the cantonal authorities.