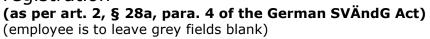
Personnel Questionnaire

Information for the creation of an instant registration



Company:	
Employee name	Personnel number
Dieser Personalfragebogen dient zur Vorerfassung von Persona Wahrung der Aufbewahrungsfrist wird der ausgefüllte Personal Stelle gespeichert.	
Personal data Surname	Given name
Nationality	Gender
Insurance number (as per social security card)	Date of employment
Street and house number (incl. additional information)	Postcode, city
Maiden name	Date of birth
Place of birth	Country of birth
Declaration by the employee: I affirm that the above information is correct. I have carry and present my identification papers (see page)	
Date	Employee signature
Date	For minor signature of legal guardian

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Personnel Questionnaire

Information for the creation of an instant registration

(as per art. 2, § 28a, para. 4 of the German SVÄndG Act)

(employee is to leave grey fields blank)

Company:



Employee name	Personnel number

Excerpt from the law:

§ 28a

(4) Employers shall register the starting date of an employment contract on the day it begins with the data centre of the pension insurance carrier as per art. 2, insofar as they employ people in the following economic areas or economic sectors:

- 1. In the construction industry
- 2. In the hotel and restaurant industry
- 3. In the passenger transport industry
- 4. In the freight-forwarding, transport and connected-logistics industries
- 5. In the fairground entertainment industry
- 6. For companies in the forestry sector
- 7. In the commercial cleaning industry
- 8. For companies involved in the assembly and disassembly of trade fairs and exhibitions
- 9. In the meat sector
- 10. In prostitution
- 11. In the security and security industry

Registration shall contain the following information on the employee:

- 1. Surname and given name,
- 2. Insurance number if known, otherwise the information required for issuing an insurance number (date, place of birth, address),
- 3. Employer's company number and
- 4. The date the employment contract begins.

Note for the employee:

Legal obligation to carry and present identification papers (as per §2a of the Act to Combat Illicit Work and Illegal Employment (SchwarzArbG))

People who work in the economic areas or economic sectors listed above are legally obligated to carry their personal identification card, passport, substitute passport, or substitute identification card and present it to the customs authority upon request.