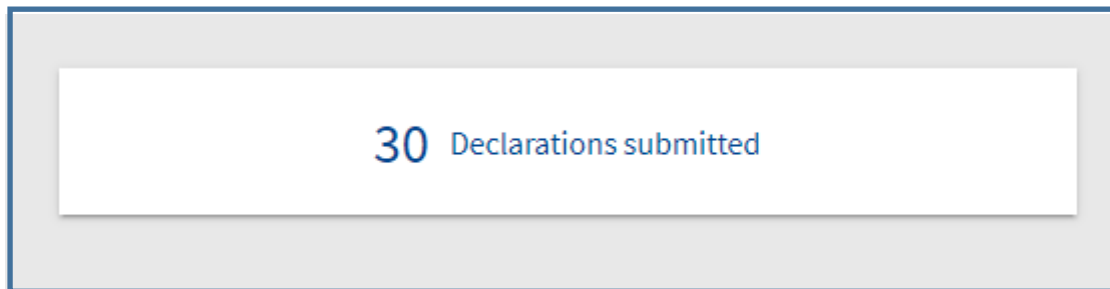


Updating a transmitted posting declaration:

It is possible to update in case of error or change while maintaining the consistency of the initial declaration, a more important number of criteria from a transmitted posting declaration.

To do so, you must go to the “transmitted declarations » part of your SIPSI account :



Select the transmitted declaration you want to update, then click on the completion icon:



Below is a detailed list of editable information in each section of a transmitted posting declaration :



- **With the green icon are the information you can update**
- **With the red icon are the information you can't update**







Foreign company part


Foreign company




Identity of the company

Corporate name *  

Address * 

Country *  Postcode *   Town/city * 

Address line 2  

Telephone no. *  Email *  

Registration and legal form of the company

Legal form *



The company does not have an intra-community VAT number

Business register *



Reference of the registration *



Director

Last name *



First name *



Date of birth *



Town/city of birth *



Country of birth *



Client part

Host company

Country *



The company does not have an intra-community VAT number

Corporate name *



Address *



Postcode *



Town/city *



Address line 2



Email




Service sites part

Service sites


Where will the posted workers' work?




On the premises of the customer or recipient of the service On the premises of a different establishment to that of the customer or recipient of the service On a worksite or other temporary work location


Worksite name * 



Address type

Address Geographic coordinates

Address * 

Postcode *   Town/city * 

Address line 2 

Collective accommodation

Name of collective accommodation *

Address type

Address Geographic coordinates


Address *


Postcode * ? Town/city *

Address line 2 ?








Information about the service part


Information about the service

 *If the employee is carrying out building or civil engineering work, s/he must be issued with a professional identification card. To do that, you need to log in to the operator's site. You will be able to recover the data that has already been entered by indicating the declaration reference. For more information, click here*

Main activity (4 levels) * 

Use of a hazardous process or equipment * Yes No

Work start time *    Work end time *    Number of rest days per week * 

Other types of working hour arrangements 

Cost part

Costs

Travel expenses

Direct payment by the employer

Reimbursement of costs paid in advance by the worker

Payment of a lump sum

Other payment arrangements

Living (food) expenses

Direct payment by the employer

Reimbursement of costs paid in advance by the worker

Payment of a lump sum

Other payment arrangements


Accommodation expenses

Direct payment by the employer

Reimbursement of costs paid in advance by the worker



Payment of a lump sum


Other payment arrangements



Employees part




Employees


Service start date *   Estimated end date *   


 For more information on your obligations with regard to a posted employee, you can consult [the Ministry of Labour's website](#)

Information concerning the posted employee

Gender Male Female 


Last name *   First name *  

Date of birth *    Town/city of birth *  Country of birth * 

Nationality * 

Address

Address * 

Country *  Postcode *   Town/city * 

Address line 2  




Type of posting

Applicable social security legislation *	<input checked="" type="radio"/>	?	Date of contract signature or start of the working relationship *	<input checked="" type="radio"/>	
Posting start date *	<input checked="" type="radio"/>		Estimated end date of the posting *	<input checked="" type="radio"/>	
<input type="checkbox"/> Long term posting ?	<input checked="" type="radio"/>				
Position held in France *	<input checked="" type="radio"/>				
Professional qualification *	<input checked="" type="radio"/>		Gross hourly rate of pay applied during the posting (€) *	<input checked="" type="radio"/>	?
<input type="checkbox"/> If you are unable to enter an hourly rate, you can tick this box ?					



Representative part


Representative in France

 For more information about the representative, click [here](#)

Representative's identity

Please specify the duties of the company's representative for this service

- The company's director located in France throughout the service
- The French customer or service recipient
- One of the employees located on-site throughout the service
- A professional mandated for that purpose, located in France and capable of performing this mission

 It must be easy to get hold of the representative, who must be able to liaise with the inspection officials when necessary


Means for contacting the representative in France

Telephone no. *



Email *



Place where the documents, which must be kept available for the inspection services, are stored 

- At the place where the service is performed
- In a secure storage space for documents 

