

Notification of the assembly/disassembly of mechanical equipment/computer programs/software solutions

According to § 19.1 numbers 1 and 3 of the Beschäftigungsverordnung (BeschV)



Note Please complete or tick as appropriate.
Mandatory fields are marked with an asterisk *

A. Contractor (manufacturing and supply company/assembly company)

1 Company name*

2 Country*

3 Street or PO Box*

4 Building number

5 Postcode*

6 City/Town*

Address in Germany (if available)

7 Street

8 Building number

9 Postcode

10 City/Town

Responsible contact person

11 Name*

12 E-mail*



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B. Client

13 Company name*

14 Street*

15 Building number* 16 Postcode*

17 City/Town*

C. Details of assignment

18 Purpose (multiple selection possible)*

Commissioning/installation (system, machinery, software)

Maintenance/repair/after-sales service (plant, machinery, software)

Instruction in operation (system, machinery, software)

Disassembly (plant, machinery)

19 Places of assignment*

No.	Street	Building number	Postcode	City/Town
1				
2				
3				
4				
5				
6				

20 Number of employees*



S2

D. List of workers employed

21 Please enter the workers employed in the following table.*

Only use the following format DD.MM.YYYY for date specifications. If you require more space, please use a new form.

No.	Surname	First name	Date of birth	Nationality	Job title	Start date of work	End date of work
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							



S3

E. Declaration of contractor

We declare that the competent authorities are entitled to inspect the contractual agreements at any time.
They must therefore be kept within easy access at the place of assignment.

I **certify** that the information I have provided is correct. I will report any changes without delay.

A stamp and signature are not required if the application is submitted electronically via:
<https://www.arbeitsagentur.de/en/worksupplycontracts/worksupplycontracts-upload-documents>

You can find the data protection guidelines of the German Federal Employment Agency (German-language only) at:
<https://www.arbeitsagentur.de/datenerhebung>

22 City/Town*

23 Date*

24 Signature, Company stamp

Please enclose the following documents with this notification:

Assembly/disassembly/delivery/purchase contract*

Description of the plant/machinery/software and job description of the employees*

In the case of disassembly: Confirmation and details of the place of reconstruction

Power of attorney, where applicable (e.g. if the application is submitted via the client or a law firm)

To be completed by the German Federal Employment Agency!

Receipt of the notification confirmed:

Zentrale Auslands- und Fachvermittlung (ZAV)
Team 272
Nordbahnhofstraße 30 - 34
70191 Stuttgart

Stuttgart, dated

Signature

Stamp



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