

Registration Guide - Guide to form 40113

”Registration of non-Danish company services”

This guide applies to the registration of foreign (non-Danish) companies, who wish to deliver services in Denmark. The company must already be listed in Denmark in order to use this form.

The *marked fields are mandatory. Please carefully fill in the information in a readable manner using either machine writing or a dark coloured pen and block capitals.

When do I use this form?

The form offers the opportunity to register services in Denmark. You can only use this form if the company is **already** listed in Denmark and has received either a CVR-no., SE-no.

You can use this form to inform about conditions regarding one and only one service and is only to be used if the company post workers without Danish citizenship to Denmark, who is to make the service delivery.

In the form you can post information about 3 workplaces and 9 workers, all related to one and the same service.

If you need to post additional information related to the service, please use an additional form.

If your company is not yet registered in Denmark and has no CVR-no. or SE-no. and wish to register, you must use the form “Registration of Non-Danish Company and Services – Start” (form no. 40112) instead.

Please note, that the Danish tax authorities – SKAT - has authority to gather further documentation about the registered company.

How to use the form in general

Your obligations

A foreign company that delivers services in Denmark is obliged to supply information to the Danish Commerce and Companies Agency (DCCA). The information enters a central database of foreign companies that delivers services in Denmark and under these circumstances post workers in Denmark.

When must DCCA have the form in hand?

DCCA must have the form – at the latest - 8 days prior to the beginning of the VAT-obligated activities in Denmark.

If you have any changes to your registration

The service will be applied an identification number, which must be used when identifying the service to the authorities.

You will receive a confirmation upon the registration of services from DCCA. Save it, as you might need it in order to make any changes to the registration of the service, ex. changes in posted workers start or end date.

The Foreign Service provider database

The Register for Foreign Service providers is a central database that holds information about companies that delivers services or commodities in Denmark.

What are the information being used for?

The information will be used by the Danish authorities to ensure that the company is in compliance with the law upon posting workers in Denmark. The information will subsequently be a part of statistic references.

Who receives my service data?

Every public authority can access all the registered information. Non-government institutions and private companies can be given limited access to the following information about the company’s activities in Denmark:

- The Identity of the company
- Contact person
- Activity code
- Whether the company are supplying services in Denmark

Registration of posted employees

If a company start the delivering of services and/or the posted workers has begun the work, but the company has not filled in the registration sufficiently or has not handed in the form in due time, a fine can be placed upon the company.



SKAT

Used terms in the form

The occupational code

The Occupational code refer to "DISCO-88", the official Danish version of the international occupational classification ISCO-88.

You must supply the 2 digit code for the main group of the occupation, which describe the occupation of the individual posted worker.

You can find a description of "DISCO-88" at: www.eogs.dk/iscocodes.

Approved ID

The posted worker must be identified by approved travelling identification. You must supply an ID-number and list the related category of identification.

You can find a full list of approved travelling ID at: www.consilium.europa.eu/prado/EN/homeIndex.html.

Workplace

The workplace can be identified as the place where the service partially or entirely takes place, ex. a construction area or in a company.

Help to filling in the difficult sections

Supply the CVR-no. or SE-no. of your company.

Always append the necessary documentation and remember to sign in section 7.

Section 2 Period of the service

You must inform the duration of the service. This means the date of initiation of the service as well as the date for ending it.

Section 3 Contact person for the service in Denmark

Please list who to contact in Denmark about the service.

Section 4 Activity

You must describe the company's main activities and indicate an activity code, which consists of 6 digits, from The Danish Activity Code list. You can find the list at: www.branchekode.dk/activitycode

Section 7 Posted workers

Please list information about the identity of the employee(s) the company post in Denmark.

The company must also inform the duration of the posting arrangement by noting the expected start and end date of the occupation.

You must also identify the occupational code for each posted employee.

You must disclose the identity of each employee by either passport number or other ID number and state which ID it refers to.

You can find a list of approved ID's at: <http://www.consilium.europa.eu/prado/DA/homeIndex.html>

Section 7 Signature(s)

The form must be signed by either the company owner(s), the Danish contact person or another authorised to sign.

If the form is signed by another authorised to sign please also fill in section 8.

Section 8 Identification of other authorized

Only to be filled if another authorized to sign has done so in section 7.

The identification must be done either through a CVR no., CPR no., passport or other approved travelling ID. List the type and disclose the ID number.

You can find a list of approved travelling ID at: www.consilium.europa.eu/prado/EN/homeIndex.html.

Contact information

Danish Commerce and Company Agency
Kampmannsgade 1
DK-1780 København V
Denmark
Telephone: 7220 0032

References

Description	Link
The Danish Activity codes in Danish (DB07)	http://www.branchekode.dk
The Danish Activity codes in English	http://www.branchekode.dk/activitycode
About tax - when living in a foreign country but working in Denmark	http://skat.dk/SKAT.aspx?old=1718397&vld=201759&i=1#1718397
Approved travelling documentation	http://www.consilium.europa.eu/prado/EN/homeIndex.html