



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP

**State Secretariat for Migration SEM**

Planning and Resources  
Information Technology  
Service Support

# Notification procedure

## User's Handbook



### Contact

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# 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

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-27/EFTA member states, regardless of the employee's nationality
- Independent service providers from a EU-27/EFTA member state domiciled in a EU-27/EFTA member state



Croatian nationals and third-state nationals are required to have been legally working in an EU-27/EFTA member state for at least 12 months prior to being posted to Switzerland.

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](http://www.sem.admin.ch) Favourites > Free Movement of Persons Switzerland – EU/EFTA > FAQ.

## Your contacts for the notification procedure - at a glance

State Secretariat for Migration SEM: [www.sem.admin.ch](http://www.sem.admin.ch)

Notification procedure - direct access: [https://www.sem.admin.ch/sem/en/home/themen/fza\\_schweiz-eu-efta/meldeverfahren.html](https://www.sem.admin.ch/sem/en/home/themen/fza_schweiz-eu-efta/meldeverfahren.html)

Addresses of cantonal authorities: [www.sem.admin.ch/sem/de/home/ueberuns/kontakt/kantonale\\_behoerden/Adressen\\_Meldeverfahren.html](http://www.sem.admin.ch/sem/de/home/ueberuns/kontakt/kantonale_behoerden/Adressen_Meldeverfahren.html)

Information platform entsendung.ch – information on salaries/work, rights/obligations, penalties: [www.entsendung.admin.ch](http://www.entsendung.admin.ch)

State Secretariat for Education, Research and Innovation SERI: <http://www.sbf.admin.ch/diploma/02023/index.html?lang=en>

Federal Tax Administration FTA – VAT-related matters: [www.estv.admin.ch/estv/de/home/mehrwertsteuer/themen/steuerpflicht/allgemeine-informationen.html](http://www.estv.admin.ch/estv/de/home/mehrwertsteuer/themen/steuerpflicht/allgemeine-informationen.html)

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 service<sup>1</sup>), 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 employer<sup>2</sup>(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.

#### 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 Croatian/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:

---

<sup>1</sup> Workers fall into one of two categories: self-employed service providers and posted workers

<sup>2</sup> 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<sup>3</sup> 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 6.2.7 and 6.3.6)

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).

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.

---

<sup>3</sup> 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

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 co-owners of a company** (see Chapter 6.2.5 and 6.3)

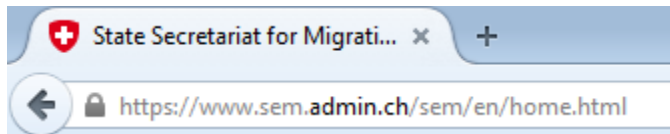
When submitting a notification for several **owners of a company** (for example a limited liability company), one person may be mentioned in the notification as the employer (self-employed service provider). The other owners must be mentioned as "posted workers" of the company. However, in the "Notification comments" field, you may indicate that the individuals mentioned as posted workers are also owners (i.e. self-employed persons) of the company.

**Good to know:**

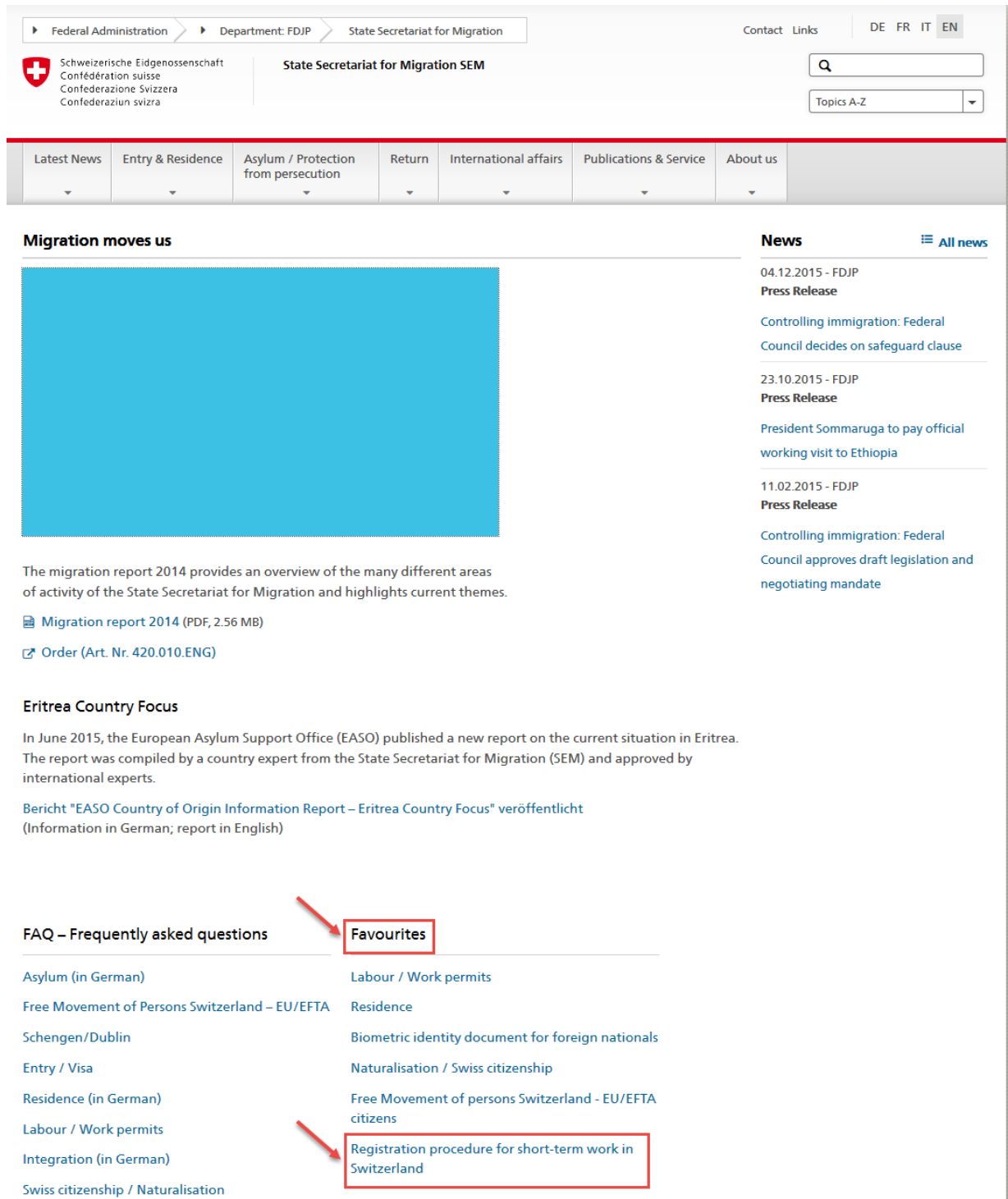
**See confirmations.** Our web application now provides you with a confirmation message once your notification form has been reviewed by the cantonal authority. Of course, you will still also receive an e-mail message as soon as your notification has been processed and confirmed. Under the new menu [See 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 screenshot shows the homepage of the State Secretariat for Migration (SEM). At the top, there is a navigation bar with the SEM logo and name in multiple languages (German, French, Italian, English). Below this is a search bar and a dropdown menu for 'Topics A-Z'. A main navigation menu includes categories like 'Latest News', 'Entry & Residence', 'Asylum / Protection from persecution', 'Return', 'International affairs', 'Publications & Service', and 'About us'. The main content area features a large blue placeholder image under the heading 'Migration moves us'. To the right, there is a 'News' section with several press releases dated from 2015. At the bottom, there is a 'FAQ – Frequently asked questions' section with a 'Favourites' tab highlighted by a red box and an arrow. Under the 'Favourites' tab, a list of links is shown, with 'Registration procedure for short-term work in Switzerland' also highlighted by a red box and an arrow.



The following page will be displayed. This page contains all of the key information and instructions concerning the notification procedure.

The screenshot shows the website of the State Secretariat for Migration (SEM). The header includes the Swiss flag and the SEM logo, with the text "Schweizerische Eidgenossenschaft", "Confédération suisse", "Confederazione Svizzera", and "Confederaziun svizra". The main navigation menu includes "Latest News", "Entry & Residence", "Asylum / Protection from persecution", "Return", "International affairs", "Publications & Service", and "About us". The breadcrumb trail reads: "Homepage SEM > Entry & Residence > Free Movement of Persons Switzerland – EU/EFTA > Registration procedure for short-term work in Switzerland".

The main content area is titled "Registration procedure for short-term work in Switzerland". It includes a "Keywords" section with "Employment market" and a paragraph explaining that EU-27/EFTA citizens and workers of other nationalities posted to Switzerland by EU-27/EFTA companies do not need a work permit but can benefit from an online registration procedure. The exact preconditions depend on the nationality of the worker and/or the location of the sending company.

**Conditions for nationals of the EU-25/EFTA, taking up employment in Switzerland, providing services in Switzerland on self-employed basis or companies based in these countries posting workers to Switzerland.**

- The registration procedure applies to **employment** in Switzerland lasting up to 3 months per calendar year and must take place before a person actually starts to work for the Swiss employer.
- Otherwise the same rules as for the EU-25/EFTA apply.

At the bottom, there are two tabs: "Online registration procedure" (selected) and "Further information". Below the tabs, it says "Direct access to the registration procedure for short-term work:" followed by a link "Online registration procedure" with a red arrow pointing to it.

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

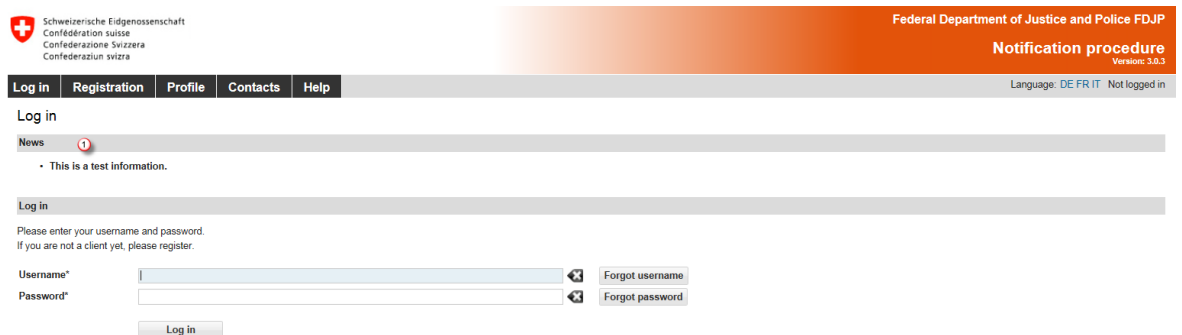


The screenshot shows the top navigation bar of the website. On the left, there is a logo for the Swiss Confederation with the text: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, Confederaziun svizra. On the right, it says 'Federal Department of Justice and Police FDJP' and 'Notification procedure Version: 0.6.1'. Below the navigation bar, there are tabs for 'Log in', 'Registration', 'Profile', 'Contacts', and 'Help'. The 'Log in' tab is active. The main content area has a 'Log in' heading and instructions: 'Please enter your username and password. If you are not a client yet, please register.' There are two input fields: 'Username\*' and 'Password\*'. To the right of each field is a 'Forgot' link: 'Forgot username' and 'Forgot password'. A 'Log in' button is at the bottom.

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).

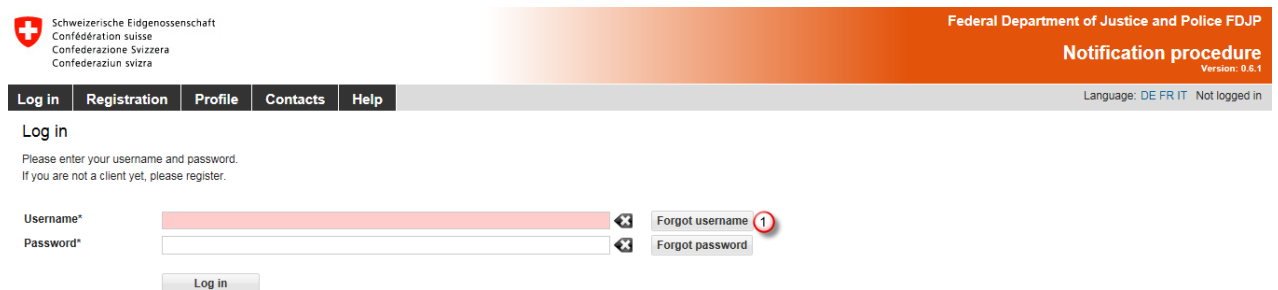


The News-section <sup>1</sup> lists messages about the Application (informations, interruptions, etc.)



This screenshot is similar to the previous one, but it highlights the 'News' section. A red circle with the number '1' is placed over the 'News' heading. Below the heading, there is a message: 'This is a test information.' The rest of the page, including the navigation bar and login form, is identical to the previous screenshot.

### 4.1 Forgot username



This screenshot is similar to the previous ones, but it highlights the 'Forgot username' link. A red circle with the number '1' is placed over the 'Forgot username' text. The rest of the page, including the navigation bar and login form, is identical to the previous screenshots.

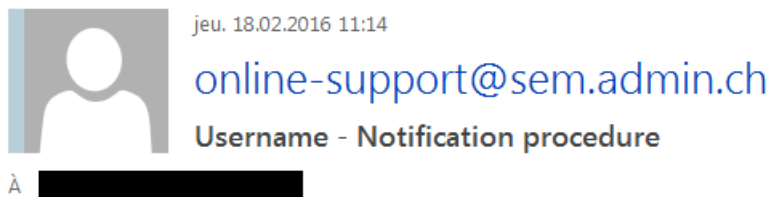
If you have forgotten your username, you can have it sent to you by e-mail.

<sup>1</sup> Click on [Forgot username](#)

- ① Enter the e-mail address that you chose when your profile was created.
- ② 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.



We have received your request.

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

- ① Click on [Forgot password](#)

**Forgot password**

If you have forgotten your password, you may request a new password here. Enter your username. We will send you an activation code to reset the password.

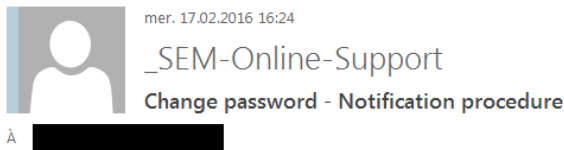
Username\*

[Request change of password](#)

- 1 Enter your username
- 2 Click on [Request change of password](#)

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

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://mewebintg.admin.ch/meldeverfahren/?request\\_language=en#PasswordResetPlace:lues1ca5mjatts6f47c1n30qfr](https://mewebintg.admin.ch/meldeverfahren/?request_language=en#PasswordResetPlace:lues1ca5mjatts6f47c1n30qfr)

If the link does not work, go to startpage (<https://meweb.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

- 1 Click on the link in the e-mail message to go to the [Reset password](#) page:

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP

Notification procedure  
Version: 0.6.0

Language: DE FR IT Not logged in

**Reset password**

You can reset your password here. You will need your user name and the activation code that we have sent to you by e-mail. Enter your new desired password and confirm your entry.

Username\*

Activation code\*

New password\*

Confirm new password\*

[Change password](#)

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.



Password changed successfully.

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

The screenshot shows the registration interface for Swiss-domiciled companies. At the top, there are logos for the Swiss Confederation and the Federal Department of Justice and Police (FDJP). The page title is "Notification procedure" (Version: 3.0.3). A navigation bar includes "Log in", "Registration" (highlighted), "Profile", "Contacts", and "Help". The main heading is "Register for electronic notification of short-term stays". Below this, there are three radio button options for company location: "Your company is based in Switzerland" (selected), "Your company is based in an EU/EFTA Member State and you wish to post employees in Switzerland", and "Your company is based in an EU/EFTA Member State and you wish to notify yourself as a self-employed service provider and/or to notify your employees". A "Register" button is at the bottom.

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](#).

Your profile has been created successfully. ✕

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

The screenshot shows the registration page for the Notification procedure. At the top, there is a header with the Swiss flag and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right, it says 'Federal Department of Justice and Police FDJP' and 'Notification procedure Version: 3.0.3'. Below the header is a navigation bar with 'Log in', 'Registration' (highlighted with a red box), 'Profile', 'Contacts', and 'Help'. The main heading is 'Register for electronic notification of short-term stays'. Below this, there is a paragraph explaining the procedure. Then, there are three radio button options for company registration. The second option is selected and marked with a red circle 1. Below the options, there is a note about required fields. The form is divided into two sections: 'Account information' (marked with a red circle 2) and 'Company details' (marked with a red circle 3). The 'Account information' section has fields for 'Username\*' and 'Password\*', with a 'Confirm password\*' field. The 'Company details' section has fields for 'Employer\*', 'Economic branch\*', 'Street address\*', 'Country\*', 'Responsible person\*', 'Tel.\*', 'Fax', and 'E-mail address\*'. A 'Register' button (marked with a red circle 4) is at the bottom.

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](#).

Your profile has been created successfully. ✕

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)

The screenshot shows the registration form for self-employed service providers. It includes the following sections:

- Account information (2):** Username\*, Password\*, and Confirm password\* fields.
- Company details (3):** Company\*, Economic branch\* (dropdown), Street address\* (No., Postal code\*, Town\*), Country\* (dropdown), Tel\*, Fax, and E-mail address\* fields.
- Information about the self-employed service provider (4):** Surname(s) indicated on passport or ID\*, First name(s) indicated on passport or ID\*, Sex\* (radio buttons for female and male), Date of birth\* (calendar icon), and Citizenship\* (dropdown).
- Register (5):** A button to submit the registration.

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](#).

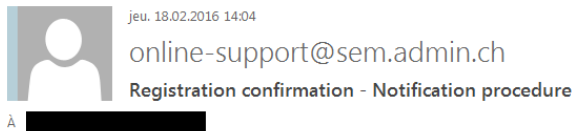


Your profile has been created successfully.

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.



We have received your registration.

Click on the link below to activate your profile. Enter your username on the following page.

[https://mewebintg.admin.ch/meldeverfahren/?request\\_language=en#AccountActivationPlace:phdpbv7qre2mthkjdosknn9fmc](https://mewebintg.admin.ch/meldeverfahren/?request_language=en#AccountActivationPlace:phdpbv7qre2mthkjdosknn9fmc) ①

If the link does not work, go to startpage (<https://meweb.admin.ch/meldeverfahren/>) click on "Profile" and "Activate profile". Enter your username and the activation code below.

Activation code = phdpbv7qre2mthkjdosknn9fmc

Kind regards

State Secretariat for Migration SEM

① Click on the link provided in the e-mail message to go to the [Activate profile](#) page:

A screenshot of the 'Activate profile' web page. The page header includes the Swiss flag and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. On the right, it says 'Federal Department of Justice and Police FDJP' and 'Notification procedure Version: 0.5.0'. Below the header is a navigation menu with 'Log in', 'Registration', 'Profile', 'Contacts', and 'Help'. The main content area is titled 'Activate profile' and contains the instruction: 'To activate your profile, please enter your username and the activation code.' There are two input fields: 'Username\*' and 'Activation code\*'. The 'Activation code\*' field contains the text '9ihovp1ju188noksafk5u7dbi'. Below the input fields is an 'Activate profile' button. There are red circled numbers 1 and 2 pointing to the 'Username\*' field and the 'Activate profile' button, respectively.

① Enter your username.

② 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](#).

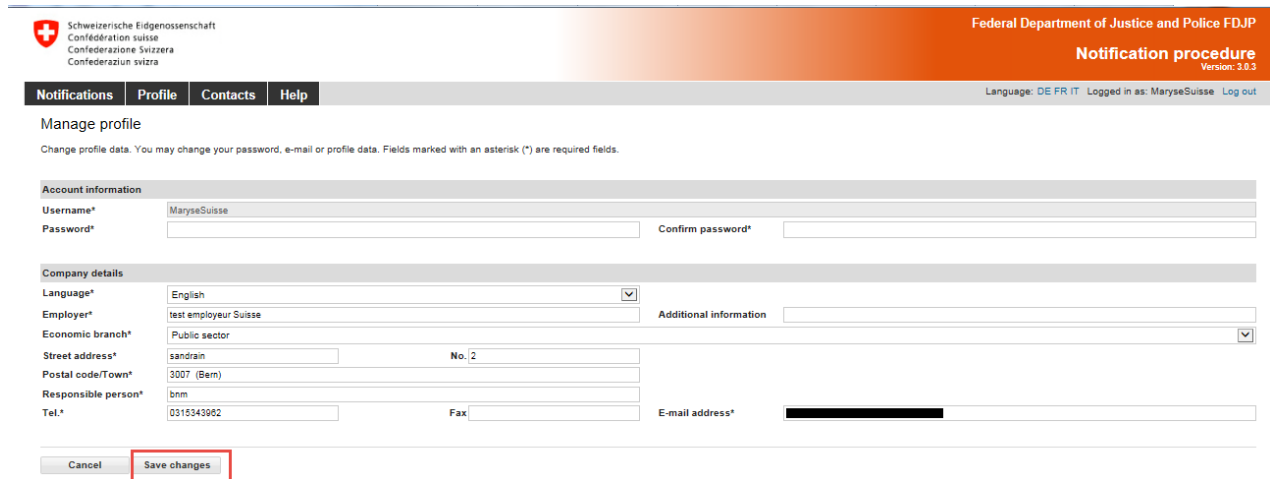
Enter your username and copy the complete activation code from the e-mail message.

## 5.3 Making changes to profile data

To change data in your profile, you will need to click on [Profile - Manage profile](#).

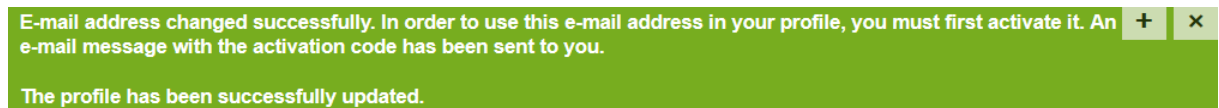


**Except** the username, you may also change any other data you wish. To confirm the changes, click on [Save changes](#).

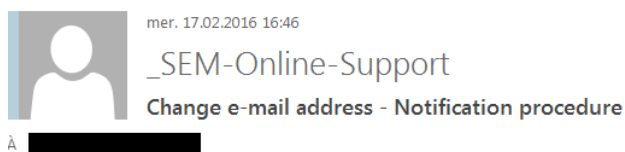
The screenshot displays the 'Manage profile' form. At the top, there is a header with the Swiss flag and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. To the right, it says 'Federal Department of Justice and Police FDJP' and 'Notification procedure Version: 3.0.3'. Below the header is a navigation bar with 'Notifications', 'Profile', 'Contacts', and 'Help' tabs. The 'Profile' tab is active. The main content area is titled 'Manage profile' and includes the instruction: 'Change profile data. You may change your password, e-mail or profile data. Fields marked with an asterisk (\*) are required fields.' The form is divided into two sections: 'Account information' and 'Company details'. The 'Account information' section has fields for 'Username\*' (filled with 'MaryseSuisse'), 'Password\*', and 'Confirm password\*'. The 'Company details' section has fields for 'Language\*' (a dropdown menu set to 'English'), 'Employer\*' (filled with 'test employeur Suisse'), 'Economic branch\*' (a dropdown menu set to 'Public sector'), 'Street address\*' (filled with 'sandrain'), 'Postal code/Town\*' (filled with '3007 (Bern)'), 'Responsible person\*' (filled with 'bnm'), 'Tel.\*' (filled with '0315343982'), and 'E-mail address\*'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save changes', with the 'Save changes' button highlighted by a red rectangle.

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.



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/meldeverfahren/?request\\_language=en#EmailActivationPlace:ko0u2o31u23vmkdh38lfcvj0he](https://mewebintg.admin.ch/meldeverfahren/?request_language=en#EmailActivationPlace:ko0u2o31u23vmkdh38lfcvj0he) <sup>①</sup>

Kind regards

State Secretariat for Migration SEM

<sup>①</sup> Click on the link to display the following page:

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP

Notification procedure  
Version: 0.6.0

Notifications Profile Contacts Help

Language: DE FR IT Logged in as: MaryseE Log out

Manage profile

Activate email

Your e-mail address has not been activated yet. We have sent you an e-mail with your activation code. To activate your e-mail address, please enter your activation code.

Activation code\*

Activate email ①


① 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.

 Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP  
**Notification procedure**  
Version: 3.0.3

Notifications Profile Contacts Help Language: DE FR IT Logged in as: MaryseSuisse Log out

#### Report short-term stays


**Information for Swiss employers**  
Please follow these instructions carefully!

- The (direct or indirect) lending of employees from abroad is not permitted (Art. 12 para 2 Recruitment Act, SR 823.11).
- Failure to adhere to the notification procedure are punishable under Article 32a of the Freedom of Movement Introduction Ordinance.

**Information about Swiss employer(s)**

Employer	test employeur Suisse	Additional information	
Economic branch	Public sector		
Street address	sandrain No. 2	Postal code/Town	3007 Bern
Responsible person*	bmm		
Tel.*	0315343902	Fax	
		E-mail address	maryse.bonguardo@sem.admin.ch

**Stay**

Work start date\*  Work end date\*  

Total days announced

**Place of work**  
A separate notification must be submitted for each place of work.

Address/more detailed information\*

Postal code/Town\*

**Information about the employee**  
Please click 'Register employees' for a new registration. Click 'Select employees' to notify an already registered employee. You can edit the information concerning the employee by clicking the icon 'Edit employee'. By clicking the icon 'Delete employee' the selected employee will be deleted from the list.

▲ Surname	First name	Date of birth	Citizenship	Edit	Delete
No entry					

**Confirm compliance**  
The employer confirms.

a) that the employees listed in the notification have been informed of submission of this application.\*

b) that all regulatory, notification and reporting requirements associated with the relevant trade, sanitation and professional practice will be adhered to.\*

**Comment on notification**  
Comment



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).

**Information about Swiss employer(s)**

Employer	Maryse	Additional information	
Economic branch	Public sector		
Street address	sandrainsstrasse No. 2	Postal code/Town	3007 Bern
Responsible person*	Maryse ①		
Tel.*	0311111111111111 ②	Fax	
		E-mail address	maryse.bonguardo@sem.admin.ch

## 6.1.2 Indicating duration of stay

The screenshot shows a form titled 'Stay'. It has four main sections: 'Work start date\*' with a red circle 1 next to the input field; 'Work end date\*' with a red circle 2 next to the input field; 'Total days announced' with a red circle 3 next to the input field; and 'Calculate days' with a red circle 3 next to the button. To the right of the 'Work end date\*' field, there are two icons: a trash can with a red circle 4 and a plus sign with a red circle 5.

- 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 screenshot shows a form titled 'Place of work'. It has a sub-header 'A separate notification must be submitted for each place of work.' Below this are two fields: 'Address/more detailed information\*' with a red circle 1 next to the input field containing 'Sandrainstrasse 2'; and 'Postal code/Town\*' with a red circle 2 next to the input field containing '3007 (Bern)'. There are also 'Edit' and 'Delete' icons to the right of the second field.



A separate notification must be filled out for each place of work.

- 1 Enter address/more detailed information.
- 2 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 a employee has already been registered, then you may find the person's name by clicking on [Select employees](#) 2. Otherwise, you will have to enter the person's details first 1.

The screenshot shows a form titled 'Information about the employee'. It has a sub-header 'Please click 'Register employees' for a new registration. Click 'Select employees' to notify an already registered employee. You can edit the information concerning the employee by clicking the icon 'Edit employee'. By clicking the icon 'Delete employee' the selected employee will be deleted from the list.' Below this is a table with columns: Surname, First name, Date of birth, Citizenship, Edit, and Delete. The Surname column has a red circle 1 next to the input field. The First name column has a red circle 2 next to the input field. The Date of birth column has the text 'No entry'. Below the table are two buttons: 'Register employees' and 'Select employees'.



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:

## Register new employee

Please enter information about the employee. If you wish to submit a notification for more than one employee, then click on the 'Enter names of additional employees' button after you have finished entering the information for the first employee. These entries are permanently stored in the list of employees. Thus, in a subsequent declaration, their data may be retrieved from the list and updated as needed. Any changes made to personal data will be saved in the list of employees.

Enter employee details

Surname\*  indicated on passport or ID

First name\*  indicated on passport or ID

Date of birth\*

Sex\*  male  female

Citizenship\*

Trade\*  [Structure of trade / occupations](#)

Occupation\*

Professional qualifications\*

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](#).

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP

Notification procedure  
Version: 3.0.0

Notifications Profile Contacts Help

Language: DE FR IT Logged in as: MaryseSuisse Log out

Report short-term stays

See confirmations

This list contains the company's employees. You can select up to 50 employees at once which will then be sent to batch processing to complete the information or be deleted, depending on what you click. Eventual changes will be saved. If you keep Ctrl pressed, every person you click on will be selected. If you already selected a person, you can hold Shift and click on another person. Now all the people from the first person to the second person will be selected.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter  3 found

▲ Surname	First name	Date of birth	Occupation
Bonguardo	Maryse	20.05.1988	Manager of a hiking guide office
Bonguardo	Justine	14.01.1999	Chartered surveyor
Bonguardo	Lucas	14.01.1999	Diving instructor

- 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](#).
- ② 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.

- 1 Confirm the data by clicking on [Register employees](#).

If you have selected several employees for your notification, these will appear as a processing batch 1. You need to check the data for each individual employee.

Click on [Next employee](#) 2 to move to the next employee. If an employee does not need to be registered, then you may click on [Skip employee](#) 3 to ignore this employee.

Once all of the employee data have been entered, their names will appear in the notification.





## Report short-term stays

### Submit notification

Notification sent successfully. The corresponding authority will process your notification within the next few days. For questions, please contact that authority.

**Authority** ①

Name of authority: beco  
 Berner Wirtschaft  
 Arbeitsbedingungen  
 Laupenstrasse 22  
 3011 Bern  
 0041 (0)31 833 88 85  
 info.ama@vol.be.ch

**Information about notification** ②

Notification no. 5300578  
 Date submitted 18.02.2016

**Information about Swiss employer(s)**

Employer test employeur Suisse  
 Economic branch Public sector  
 Street address sandrain 2  
 Postal code/Town 3007 Bern

**Stay and place of work**

Work start date 18.02.2016 Work end date 25.02.2016  
 Total days announced 8  
 Place of work essa  
 Postal code/Town 3007 Bern

**Notified employee**

Surname	First name	Date of birth	Citizenship
Bonguardo	Maryse	20.05.1985	France
Bonguardo	Justine	14.01.1999	Belgium

Print out this notification and keep it for your records.

Print

③  
 New notification

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



**Print the confirmation and keep it on file!**

- ③ 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.

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP  
Notification procedure  
Version: 3.8.4

Language: DE FR IT Logged In as: MaryseIndependent Log out

Notifications Profile Contacts Help

Report short-term stays User manual Privacy Policy

Instructions for company  
Please follow these instructions carefully!

- The notification must be made no later than eight days before commencement of employment in Switzerland.
- The (direct or indirect) lending of employees from abroad is not permitted (Art. 12 para 2 Recruitment Act, BR 823.11)
- Failure to adhere to the notification procedure shall be punished in accordance with [Article 9](#) of the Federal Act of 8 October 1999 on the minimum employment and salary conditions for workers posted to Switzerland and accompanying measures.
- If a generally binding collective employment agreement provides for the payment of a deposit by the employer, this obligation also applies to foreign employers posting workers to Switzerland (Art. 2, para. 2ter Federal Act on Workers posted to Switzerland (EntsG)).  
Details on the obligation to pay a deposit can be found at <http://www.etsv.ch>.
- Companies with annual taxable turnover of at least CHF 100,000 in Switzerland and in the Principality of Liechtenstein must pay value added tax. For further information (in German) see [here](#).

Information about the company

Employer: ssss Additional Information:

Economic branch: Manufacturing, installation, repairs, maintenance

Street address: sendr No. 3 Postal code/Town: 3007 perts

Country: France

Responsible person\*: dddd

Tel.\*: 0315343962 Fax:  E-mail address: maryse.bonguando@sem.admin.ch

Contact details in Switzerland during the employment

Name / company\*:

Street address:  No.  Postal code/Town\*:

Contact\*:

Tel.\*:  Fax:  E-mail address\*:

Stay

Work start date\*:  Work end date\*:

Total days announced:  Calculate days

Place of work

A separate notification must be submitted for each piece of work.

Address/more detailed information\*:

Postal code/Town\*:

Purpose of service\*:

Information about the employee

Please click 'Register employees' for a new registration. Click 'Select employees' to notify an already registered employee. You can edit the information concerning the employee by clicking the icon 'Edit employee'. By clicking the icon 'Delete employee' the selected employee will be deleted from the list.

Burname	First name	Date of birth	Citizenship	Edit	Delete
No entry					

Register employees Select employees

Confirm compliance

The employer confirms,

a) that the Federal Act of 8 October 1999 on the minimum employment and salary conditions for workers posted to Switzerland and accompanying measures (BR 823.20), 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.\*  
[Art. 2 and Art. 3](#) [Full text of the Federal Act](#)

b) that the employees listed in the notification have been informed of submission of this application.\*

c) that all regulatory, notification and reporting requirements associated with the relevant trade, sanitation and professional practice will be adhered to.\*

d) the accuracy of information provided in the registration form.\*

e) having taken note of a possible value added tax liability due to delivering services in Switzerland and / or the Principality of Liechtenstein and that the necessary enquiries with the Swiss Federal Tax Administration will be made without delay.\*

Does your company have a Swiss VAT number (Business Identification Number with the addition VAT)?  
[Yes](#) [No](#)

Comment on notification

Comment:

Reset Send notification



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 ① and ②).

Informations about the company			
Employer	Maryse	Additional information	
Economic branch	Public sector		
Street address	Sandrainstrasse No. 2	Postal code/Town	75000 Paris
Country	France		
Responsible person*	Maryse		
Tel.*	003300000000000000	Fax	
		E-mail address	maryse.bonguardo@sem.admin.ch

## 6.2.2 Contact details in Switzerland during period of work

Contact details in Switzerland during the employment			
Name / company*	societe		
Street address	Sandrainstrasse No. 3	Postal code/Town*	3007 (Bern)
Contact*	test		
Tel.*	0310000000000	Fax	
		E-mail address*	maryse.bonguardo@sem.admin.ch

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.

## 6.2.3 Indicating duration of stay

Stay			
Work start date*	<input type="text"/>	Work end date*	<input type="text"/>
Total days announced	<input type="text"/>	Calculate days	<input type="button" value="Calculate days"/>
			<input type="button" value="Delete a stay"/> <input type="button" value="Add a 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

Place of work	
A separate notification must be submitted for each place of work.	
Address/more detailed information*	Sandrainstrasse 2
Postal code/Town*	3007 (Bern)
Purpose of service*	test



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 an employee has already been registered, then you may find the person's name by clicking on [Select employees](#) ②. Otherwise, you will have to enter the person's details first ①.

Information about the employee  
Please click 'Register employees' for a new registration. Click 'Select employees' to notify an already registered employee. You can edit the information concerning the employee by clicking the icon 'Edit employee'. By clicking the icon 'Delete employee' the selected employee will be deleted from the list.

Surname	First name	Date of birth	Citizenship	Edit	Delete
①	②	No entry			

Register employees Select employees

### Registering employees with the authorities

Click on [Register employees](#) will display a page allowing you to enter data for the new employee:

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP  
Notification procedure  
Version: 0.8.1

Notifications Profile Contacts Help Language: DE FR IT Logged in as: BmmDependant Log out

#### Register new employee

Please enter information about the employee. If you wish to submit a notification for more than one employee, then click on the 'Enter names of additional employees' button after you have finished entering the information for the first employee. These entries are permanently stored in the list of employees. Thus, in a subsequent declaration, their data may be retrieved from the list and updated as needed. Any changes made to personal data will be saved in the list of employees.

Enter employee details

Surname\* test Indicated on passport or ID  
First name\* test Indicated on passport or ID  
Date of birth\* 14.01.1990  
Sex\*  male  female  
Citizenship\* Italy  
Trade\* Building services technology, heating (assembly/repair/servicing) ① Structure of trade / occupations  
Occupation\* Floor and ceiling heating systems ②  
Professional qualifications\* Executive  
Wage\* EUR (Euro) 40 ③ Please indicate the gross hourly wage to be paid in Switzerland, denominated in the currency of a European country (e.g. EUR 25, CHF 25).  
SSN\* 123123332333 ④ Social insurance number in country where employee resides.  
Residence permit in the sending state since ⑤  
⑥ ⑦

Cancel Register employee Register additional employees

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.
- ② 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.
- ③ 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)
- ④ 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.
- ⑤ The field [Residence permit in the sending state since](#) must only be filled out if the employee to be posted is a citizen of Croatia or a third state (i.e. non EU member state).
- ⑥ Click on [Register employee](#) to enter data and return to the notification.
- ⑦ 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](#).

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP  
Notification procedure  
Version: 0.6.1

Notifications Profile Contacts Help Language: DE FR IT Logged in as: BnmGuise Log out

Select employees

This list contains the company's employees. You can select up to 50 employees at once which will then be sent to batch processing to complete the information or be deleted, depending on what you click. Eventual changes will be saved.

Filter 3 2 found

4	Surname	First name	Date of birth	Occupation	1
	Nom	Prénom	01.01.1980	Private investigator; private detective	
	Nom	Nom	14.01.2000	Erecting of bored piles	

Cancel Delete persons/ 5 Add selected employee 2

- 1 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.
- 2 Click on [Add selected employee](#) to add employees to your notification.
- 2 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 persons](#)



If your list contains more than 1000 employees, following screen will appear.

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Justice and Police FDJP  
Notification procedure  
Version: 0.3.2

Notifications Profile Contacts Help Language: DE FR IT Logged in as: [redacted] Log out

Select employees

This list contains the company's employees. You can select up to 50 employees at once which will then be sent to batch processing to complete the information or be deleted, depending on what you click. Eventual changes will be saved. If you keep Ctrl pressed, every person you click on will be selected. If you already selected a person, you can hold Shift and click on another person. Now all the people from the first person to the second person will be selected.

You have 1307 Employees saved. The display is limited to 1000 Employees. Click on one of the blue letters and only those employees, whose names begin with that letter, be displayed.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter 0 found

Surname	First name	Date of birth	Occupation
---------	------------	---------------	------------

The employee's personal data will be displayed.

### Edit employee

Personal data selected in the list of employees should be checked for each employee individually and updated as needed (e.g. occupation). The previously entered personal data will then be overwritten and the revised data will appear in the employee list as they are processed with the last notification. All selected Employees need to be processed.

#### Enter employee details

Surname\*  Indicated on passport or ID

First name\*  Indicated on passport or ID

Date of birth\*

Sex\*  male  female

Citizenship\*

Trade\*  [Structure of trade / occupations](#)

Occupation\*

Professional qualifications\*

Wage\*   Please indicate the gross hourly wage to be paid in Switzerland, denominated in the currency of a European country (e.g. EUR 25, CHF 25). [Additional information](#)

SSN\*  Social insurance number in country where employee resides.

Residence permit in the sending state since  **1**

Make the necessary changes and verify date.

**1**. Confirm the data by clicking on [Register employee](#).

Employee added to list.

If you have selected several employees for your notification, these will appear as a processing batch **1**. You need to check the data for each individual employee.

### Batch processing

Employee 1 of 4 **1**

Personal data selected in the list of employees should be checked for each employee individually and updated as needed (e.g. Occupation). The previously entered personal data will then be overwritten and the revised data will appear in the list of employees. The batch must be processed completely, otherwise the selection of the chosen employees will be lost and won't appear on the declaration.

#### Enter employee details

Surname\*  Indicated on passport or ID

First name\*  Indicated on passport or ID

Date of birth\*

Sex\*  male  female

Citizenship\*

Trade\*  [Structure of trade / occupations](#)

Occupation\*

Professional qualifications\*

Wage\*   Please indicate the gross hourly wage to be paid in Switzerland, denominated in the currency of a European country (e.g. EUR 25, CHF 25). [Additional information](#)

SSN\*  Social insurance number in country where employee resides.

Residence permit in the sending state since  **3**

**2**

Click on [Next employee](#) **2** to move to the next employee. If an employee does not need to be registered, then you may click on [Skip employee](#) **3** to ignore this employee.

Once all of the employee data have been entered, their names will appear in the notification.

#### Information about the employee

Please click 'Register employees' for a new registration. Click 'Select employees' to notify an already registered employee. You can edit the information concerning the employee by clicking the icon 'Edit employee'. By clicking the icon 'Delete employee' the selected employee will be deleted from the list.

<b>5</b> Surname	First name	Date of birth	Citizenship	<b>3</b> Edit	<b>4</b> Delete
Bonguardo	Justine	14.01.1999	Belgium		
Bonguardo	Maryse	29.05.1968	France		

**1** **2**

You now have the option of adding more employees (Steps ① and ②).

- ③ Click on this icon to make changes to employee data
- ④ Click on this icon to delete a selected employee.
- ⑤ Click on the title to sort employees by Surname, First name, Date of birth and Citizenship.

## 6.2.6 Completing the notification

**Confirm compliance**

The employer confirms.

- a) that the Federal Act of 8 October 1999 on the minimum employment and salary conditions for workers posted to Switzerland and accompanying measures (SR 823.20), 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.\*  
[Art. 2 and Art. 3](#) [Full text of the Federal Act](#)
- ①  b) that the employees listed in the notification have been informed of submission of this application.\*
- c) that all regulatory, notification and reporting requirements associated with the relevant trade, sanitation and professional practice will be adhered to.\*
- d) the accuracy of information provided in the registration form.\*
- e) having taken note of a possible value added tax liability due to delivering services in Switzerland and / or the Principality of Liechtenstein and that the necessary enquiries with the Swiss Federal Tax Administration will be made without delay.\*

② Does your company have a Swiss VAT number (Business Identification Number with the addition VAT)?  
[Yes](#) [No](#)

**Comment on notification** ③

Comment

Reset ⑤ ④ Send notification

- ① By clicking on all of the [checkboxes](#), the employer confirms awareness and acceptance of applicable legal provisions.
- ② 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](#).
- ③ If you have any important comments, you may write these in the [Comment](#) field (e.g. concerning an emergency situation).
- ④ If all data are correct, click on [Send notification](#). Your notification will be sent to the competent authority for the place of work.
- ⑤ Click on [Reset](#) to clear all data in your notification.

The following page will be displayed.

## Report short-term stays

**Submit notification**

Notification sent successfully. The corresponding authority will process your notification within the next few days. For questions, please contact that authority.

**Authority ①**

Name of authority:

**Information about notification ②**

Notification no.   
 Date submitted

**Information about the company**

Employer   
 Economic branch   
 Street address   
 Postal code/Town   
 Country

**Stay and place of work**

Work start date  Work end date   
 Total days announced   
 Place of work   
 Postal code/Town

**Contact details in Switzerland during the employment**

Name / company   
 Street address   
 Postal code/Town   
 Contact   
 Tel.   
 Fax   
 E-mail address

**Notified employee**

▲ Surname	First name	Date of birth	Citizenship
bon	lulu	14.01.1963	France
bong	mar	14.01.1968	France

Print out this notification and keep it for your records.

**③**

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



**Print the confirmation and keep it on file!**

- ③ 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:

Screenshot of the notification procedure web form. The page title is "Notification procedure" and the version is "6.8.1". The user is logged in as "Bnmindependant". The form is titled "Report short-term stays" and asks for the selection of notification type. The options are: "submit a notification for yourself as a self-employed service provider" (selected) and "submit a notification for an employee to be posted to Switzerland". A "Go" button is at the bottom.

① 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](http://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.

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.

## Report short-term stays

### Instructions for self-employed persons

Please follow these instructions carefully!

- The notification must be made no later than eight days before commencement of employment in Switzerland.
- The cantonal authority may require proof of self-employment status.
- You are legally required to prove self-employment status if asked to do so during an inspection at the place of work. In such case, the following documents must be presented (Art. 1a para. 2 of Federal Act of 8 October 1999 on the minimum employment and salary conditions for workers posted to Switzerland and accompanying measures (SR 823.20), valid from 01 January 2013:
  - Confirmation of receipt of notification issued by the cantonal authority
  - A1 form (Certificate on applicable social insurance legislation)
  - Copy of work contract or a written confirmation that an employment contract has been issued (in an official language of Switzerland)
- Failure to comply with this requirement is punishable with a fine or suspension of work.
- Companies with annual taxable turnover of at least CHF 100,000 in Switzerland and in the Principality of Liechtenstein must pay value added tax. For further information (in German) see [here](#).

Failure to adhere to the reporting procedures under Art. 120 para. 1, let. A of the Federal Act of 16 December 2005 on Foreign Nationals (SR 142.20) and Art. 32a of the Freedom of Movement Introduction Ordinance (SR 142.203) will be sanctioned.

### Personal details and information about the self-employed service provider

Company Name	Maryse	Economic branch	Public sector
Street address	sandrastrasse No. 2	Postal code/Town	75000 paris
Country	France		
Tel.*	0313333000000	Fax	
Surname(s) indicated on passport or ID	Bonguardo	E-mail address	maryse.bonguardo@sem.admin.ch
Date of birth	29.05.1968	First name(s) indicated on passport or ID	Maryse
Citizenship	France	Sex	Female
Occupation*			<a href="#">List of regulated professions</a>

You have to check if the occupation you would like to practice is in the list of the regulated professions. If so, still actions for verification of professional qualifications must be initiated. For further information see [click here](#).

### Contact details in Switzerland during the employment

Name / company*			
Street address		No. 2	Postal code/Town*
Contact*			
Tel.*		Fax	E-mail address*

### Stay

Work start date*		Work end date*	
Total days announced		<a href="#">Calculate days</a>	

### Place of work

A separate notification must be submitted for each place of work.

Address/more detailed information*	
Postal code/Town*	
Purpose of service*	

### Confirmation of self-employed person

The signatory hereby confirms,

- a) that all regulatory, notification and reporting requirements associated with the relevant trade, sanitation and professional practice will be adhered to.
- b) having taken note of a possible value added tax liability due to delivering services in Switzerland and / or the Principality of Liechtenstein and that the necessary enquiries with the Swiss Federal Tax Administration will be made without delay.\*

Does your company have a Swiss VAT number (Business Identification Number with the addition VAT)?

[Yes](#) [No](#)

### Comment on notification

Comment

[Reset](#) [Send notification](#)



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.

### Personal details and information about the self-employed service provider

Company Name	Maryse	Economic branch	Public sector
Street address	sandrastrasse No. 2	Postal code/Town	75000 paris
Country	France		
Tel.*	0313333000000	Fax	
First name(s) indicated on passport or ID	Bonguardo	E-mail address	maryse.bonguardo@sem.admin.ch
Date of birth	29.05.1968	First name(s) indicated on passport or ID	Maryse
Citizenship	France	Sex	Female
Occupation*			<a href="#">List of regulated professions</a>

You have to check if the occupation you would like to practice is in the list of the regulated professions. If so, still actions for verification of professional qualifications must be initiated. For further information see [click here](#).

## 6.3.2 Contact details in Switzerland during period of work

Contact details in Switzerland during the employment			
Name / company*	societe		
Street address	Bandrinstrasse	No. 3	Postal code/Town*
Contact*	test		
Tel.*	031 000000000	Fax	E-mail address*
			marjse.bonguideo@sem.admin.ch

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

Stay			
Work start date*	1	Work end date*	2
Total days announced		Calculate days	3
			5 4

- 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

Place of work	
A separate notification must be submitted for each place of work.	
Address/more detailed information*	Sandrainstrasse 2 ①
Postal code/Town*	3007 (Bern) ②
Purpose of service*	test ③



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 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

The screenshot shows a web form with the following elements:

- Section 1:** "Confirmation of self-employed person". It contains two checkboxes:
  - ①  a) that all regulatory, notification and reporting requirements associated with the relevant trade, sanitation and professional practice will be adhered to."
  - ①  b) having taken note of a possible value added tax liability due to delivering services in Switzerland and / or the Principality of Liechtenstein and that the necessary enquiries with the Swiss Federal Tax Administration will be made without delay."
- Section 2:** "Does your company have a Swiss VAT number (Business Identification Number with the addition VAT)?"
  - ② [Yes](#)
  - ③ [No](#)
- Section 3:** "Comment on notification". It features a large text input area labeled "Comment" with a scroll bar.
- Buttons:** At the bottom, there are two buttons: "Reset" (5) and "Send notification" (4).

- ① By clicking on these two [checkboxes](#), you confirm your compliance with all regulatory, notification and reporting requirements and take note of possible VAT liability.
- ② 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](#).
- ③ If you have any important comments, you may write these in the [Comment](#) field (e.g. concerning an emergency situation).
- ④ If all data are correct, click on [Send notification](#). Your notification will be sent to the competent authority for the place of work.
- ⑤ Click on [Reset](#) to clear all data in your notification.

The following page will be displayed:

## Report short-term stays

### Submit notification

Notification sent successfully. The corresponding authority will process your notification within the next few days. For questions, please contact that authority.

<b>Authority</b> ①	
Name of authority:	beco
	Berner Wirtschaft
	Arbeitsbedingungen
	Leupenstrasse 22
	3011 Bern
	0041 (0)31 633 58 65
	info.ame@vol.be.ch
<b>Information about notification</b> ②	
Notification no.	8300588
Date submitted	19.02.2016
<b>Information about the company of the self-employed person</b>	
Employer	essal
Economic branch	Postal, courier and telecommunications services
Street address	sandrain 2
Postal code/Town	3007 bern
Country	France
Surname(s) indicated on passport or ID	bon
First name(s) indicated on passport or ID	lulu
Date of birth	14.01.1963
Sex	Male
Occupation	cccc
<b>Stay and place of work</b>	
Work start date	25.02.2016
Work end date	26.02.2016
Total days announced	2
Place of work	cccc
Postal code/Town	3007 Bern
<b>Contact details in Switzerland during the employment</b>	
Name / company	cccc
Street address	cccc 25
Postal code/Town	300000 Bern
Contact	cccccc
Tel.	0000000000000000
Fax	
E-mail address	

Print out this notification and keep it for your records.

Print

③ [New notification](#)

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



**Print the confirmation and keep it on file!**

- ③ 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

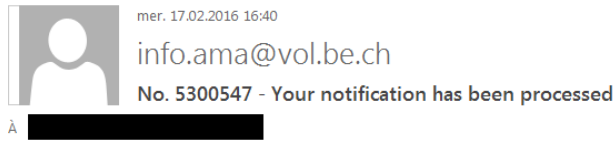
**A new online notification must be filled out for all other changes.**



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://mewebintg.admin.ch/meldeverfahren/#AcknowledgementsListPlace:notification>

Kind regards

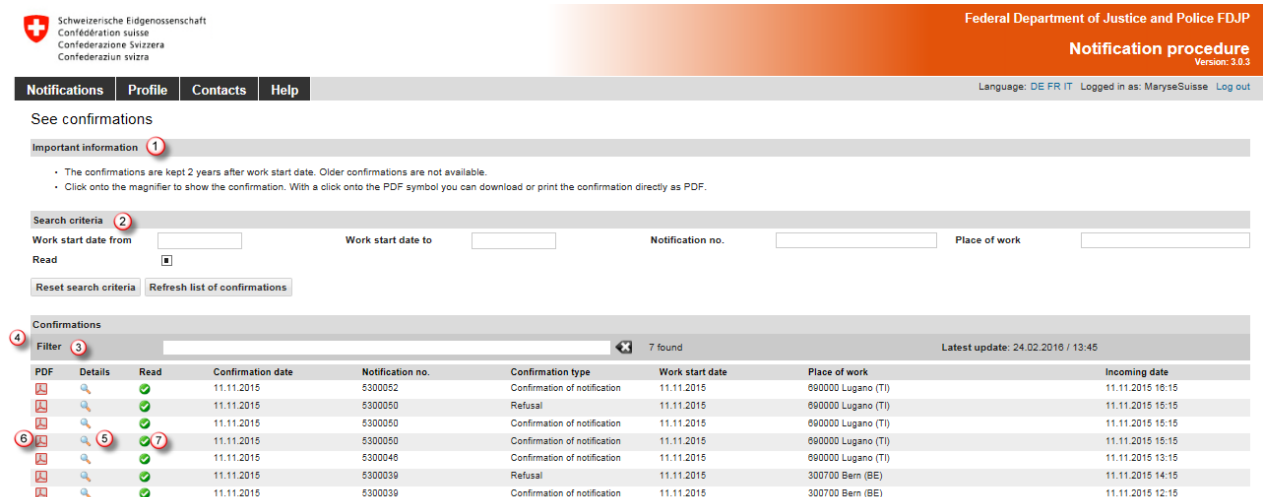
beco Berner Wirtschaft

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.

① Here you will find important information.

② 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

- ③ You can filter search results. Enter at least 3 characters of your search term. Matching confirmations will be displayed.
- ④ 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).
- ⑤ In order to view a confirmation, click on the magnifying glass icon.
- ⑥ You can also open and download the confirmation as a .pdf file.
- ⑦ Confirmations that you have already viewed will be check-marked as "Read".
- ⑧ In order to display all of the confirmations again, click on [Reset search criteria](#) and then on [Refresh list of confirmations](#).

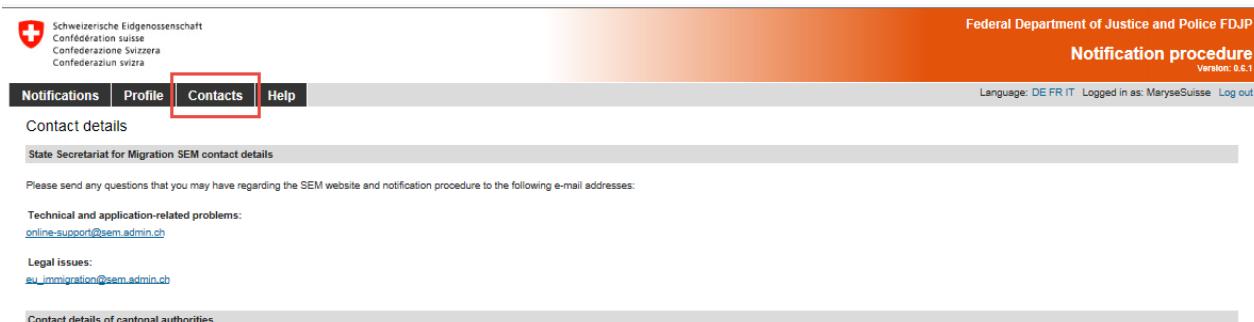


If you do not receive any reply to your notification within the next few days, contact the competent authority.



## 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.



The screenshot shows the top navigation bar of the SEM website. On the left, the Swiss Confederation logo and name are displayed in four languages: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, and Confederaziun svizra. On the right, the Federal Department of Justice and Police (FDJP) is mentioned, along with the page title 'Notification procedure' and its version 'Version: 0.6.1'. Below the navigation bar, a menu contains 'Notifications', 'Profile', 'Contacts', and 'Help', with 'Contacts' highlighted by a red box. The main content area is titled 'Contact details' and includes a sub-section 'State Secretariat for Migration SEM contact details'. It provides instructions to send questions to specific email addresses: 'online-support@sem.admin.ch' for technical and application-related problems, and 'su\_immigration@sem.admin.ch' for legal issues. A final section is titled 'Contact details of cantonal authorities'.