



o the
 Central Coordination Unit of the Federal Ministry of
 Finance for the Control of Illegal Employment
 Brehmstraße 14
 1110 Vienna

Appointment of a responsible representative for a company with its legal headquarters abroad

pursuant to Section 24 Para. 1 (1) of the Wage and Social Dumping Combat Law [Lohn- und Sozialdumping-Bekämpfungsgesetz - LSD-BG] in conjunction with Section 9 Para. 2 and 3 of the Administrative Penal Law [Verwaltungsstrafgesetz - VStG]

Please note: All fields are required (exception: see footnotes) and MUST therefore be completed/1

1. Employer (Sender – Consignor)	
1.1 Company (name / full commercial firm name)	
<input type="text"/>	
1.2 VAT Identification number [UID-Umsatzsteuer-Identifikationsnummer] ¹⁾ 1.3 Tax number ¹⁾	
<input type="text"/>	
1.4 Postal code (legal headquarters)	1.5 City
<input type="text"/>	<input type="text"/>
1.6 Address (Street, building number)	1.7 State
<input type="text"/>	<input type="text"/>
1.8 Telephone number ²⁾	1.9 Email address ²⁾
<input type="text"/>	<input type="text"/>
1.10 Type of business (commercial)	
<input type="text"/>	

¹⁾ VAT Identification number **or** Tax number must be completed!
²⁾ Telephone number **or** email address must be completed!

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2. Responsible representative

2.1

Mr. Ms.

2.2 Title

2.3 Surname

2.4 First name(s)

2.5 Social Security number ³⁾

2.6 Date of birth

2.7 Postal code (physical address)

2.8 City

2.9 Address (Street, building number)

2.10 State

2.11 Telephone number ²⁾

2.12 Email address ²⁾

2.13 Nationality

2.14 Position of the responsible representative in the company (e.g. authorised officer, project manager, branch manager)

3. Spatial (local) area of responsibility

3.1 Job location/construction site (Austria-wide/federal state)

3.2 Construction activity

Yes No

4. Duration of the appointment

4.1 Appointed on (dd.mm.yyyy)

4.2 Appointed until (dd.mm.yyyy) ⁴⁾

4.3 Until revocation ⁴⁾

Note for the notifying agent (employer):

We would like to point out that the employer is required to immediately notify the Central coordination centre in writing in case of revocation of the appointment and/or departure of the appointed person from the company (Section 24 Para 2 of the LSD-BG). In accordance with Section 30 LSD-BG, the lack of notification is considered to be an administrative offence and shall be punished with a fine!

5. Declaration of consent of the responsible representative

The mandatory declaration of consent, which includes the signature of the responsible representative and the employer or the bodies of the company responsible for external representation must be attached to the appointment. A submission without a signed declaration of consent is not legally valid!

It is hereby noted that the appointment as the responsible representative shall be submitted to the above-mentioned authorities pursuant to Section 24 Para 1 LSD-BG.

²⁾ Telephone number **or** email address must be completed!

³⁾ Please enter the complete 10-digit insurance number allocated by the Austrian social insurance carrier here.

⁴⁾ „Appointed until“ **or** „Until revocation“ must be completed.

