



To 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 in Austria

pursuant to Section 28 Para. 3 of the Law on the Employment of Foreign Nationals
 [Ausländerbeschäftigungsgesetz - AuslBG]
 in conjunction with Section 9 Para. 2 and 3 of the Administrative Penal Code [Verwaltungsstrafgesetz - VStG]

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

1. Employer	
1.1 Company (name / full commercial firm name)	
<input type="text"/>	
1.2 Commercial registry number ¹⁾	1.3 Tax account number (Tax office number - Tax number) ¹⁾
<input type="text"/>	<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⁾ Company registry number or Tax account number must be completed!
²⁾ Telephone number or email address must be completed!





2. Responsible representative

2.1

Mr. Ms.

2.2 Title

2.3 Surname

2.4 First name(s)

2.5 Social Security number (10 digits) 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 Citizenship

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 tax authorities/Central coordination centre in writing in case of revocation of the appointment and/or departure of the appointed person from the company (Section 28a Para. 4 of the Law on the Employment of Foreign Nationals).

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!

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.

