



To the  
Anti-Fraud Office  
Financial Police  
Central Coordination Office  
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**

<b>1. Employer</b>	
1.1 Company (name / full commercial firm name)	
<input type="text"/>	
1.2 Commercial registry number <sup>1)</sup>	1.3 Tax account number (Tax office number - Tax number) <sup>1)</sup>
<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 <sup>2)</sup>	1.9 Email address <sup>2)</sup>
<input type="text"/>	<input type="text"/>
1.10 Type of business (commercial)	
<input type="text"/>	

<sup>1)</sup> Company registry number or Tax account number must be completed!

<sup>2)</sup> 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) <sup>3)</sup>

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 <sup>2)</sup>

2.12 Email address <sup>2)</sup>

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) <sup>4)</sup>

4.3 ☐ Until revocation <sup>4)</sup>

### 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!

<sup>2)</sup> Telephone number or email address must be completed!

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

<sup>4)</sup> „Appointed until” or „Until revocation” must be completed.

