

Instructions for Form ZKO 3

A separate notification is required for each secondment (secondment project); a *change notification* must be submitted without delay for subsequent changes.

Please complete all fields and use the "Continue" button to proceed through the entire form. A form cannot be submitted unless all required fields have been completed. The form includes information windows/completion instructions that explain the individual sections.

PLEASE MAKE USE OF THE INFORMATION WINDOWS

If a secondment project includes more than one employee, use a single notification for all of them. Use the "New" button to record multiple employees. Do not use individual notifications for each employee in the same secondment project.

Documents can be attached at the end (before sending) under "Attach documents".

Note: After around 30 minutes, your "time expires" and you will no longer be able to enter, send or save data. Use the "Buffer storage" button if you need more time. There is a link you can use to store the data you have entered on your PC. You must reopen the WEB application to "Upload" your data again.

After you "Send" the form, the message "*Your transaction number is*" appears, along with a **PDF file**.

The PDF file is the "***Employee secondment notification***" document and must be opened, printed and saved.

Important: Save the document (ZKO3) and ensure that it is safely stored. The Austrian Central Coordination Office (Zentrale Koordinationsstelle) will not send a confirmation of receipt.

The transaction number that is automatically generated by the system is proof that the form has been sent. This transaction number must be provided every time you contact the Central Coordination Office.

Change notifications can only be submitted for an existing first notification and must indicate the transaction number of this notification.

The Austrian Central Coordination Office forwards employee secondment notifications for Croatian and/or third country citizens to the foreign employee offices of Public Employment Service Austria to check the requirements for an EU secondment confirmation/approval. Public Employment Service Austria is solely responsible for processing and issuing such documents. Information is available at: www.ams.at

For more information, please see the websites of the Austrian Federal Ministry of Finance at www.bmf.gv.at and Austrian Federal Ministry of Labour, Social Affairs and Consumer Protection at www.entsendeplattform.at

It is not necessary to send an additional copy of the notification by email, fax or post. Forms that do not have a transaction number are not valid documents and are not permitted.

Please contact us in writing or by telephone if you have any other technical questions about the form.