Social Welfare Services

COMPANY REGISTRATION/ REVIEW FORM

FOR COMPANIES APPLYING FOR E101/A1 CERTIFICATES

- Please use this page as a guide to filling in this form.
- Please use **BLACK** ball point pen.
- Please use BLOCK LETTERS and place an X in the relevant boxes.
- Please answer **all questions** that apply to you. If a question does not apply to you, please leave the answer area blank.
- You need a Revenue Employer Registered Number before you apply.

Please send this completed application form to:

International Postings
Client Eligibility Services
Department of Social Protection
Cork Road
Waterford

LoCall: **1890 690 690 (from the Republic of Ireland only)**
Telephone: **+ 353 1 4715898 (from Northern Ireland or overseas)**

Email: Special Collections Enquiry Form

Section A must be completed by all Companies.

Section B must also be completed by Companies who act as Employment / Recruitment Agencies.

Note: The rates charged for the use of 1890 (LoCall) numbers may vary among different service providers.

Section A

1. Please state the full name and address of the Company:

Company name:

Company address:

Company telephone number:

MOBILE

LANDLINE

Company email address:

2 (a). Where is the company registered?

(b). How long has the company been registered?

(c). Date of Registration:

D D M M Y Y Y Y

(d). Where does the administration of company take place?

(e). Employer Number (for Income Tax purposes):

3 (a). Does the company normally employ staff in Ireland at its registered address?

☐ Yes ☐ No

(b). How many staff work at registered office?

4. How many staff does the company employ at other locations in Ireland?

5. What is the nature of the company's business?

Section A

6. **Where are the majority of contracts with clients concluded?**

7. **Where does the company dictate company policy and operational matters?**

8. **Where are the principle financial functions including banking located?**

9. **While posted abroad, who will pay the employees salary?**

10. **What country is designated as the place responsible for managing and maintaining records in relation to regulatory requirements of the industry in which your company is engaged?**

11. **Is the company part of a Group?**

☐ Yes ☐ No

If YES, please supply the names and addresses of the other Companies in the Group:

Company 1

Name:

Address:

Company 2

Name:

Address:

Company 3

Name:

Address:

Declaration

I declare that all the information I have given on this form is accurate.

Signature (**not** block letters)

Position in company or organisation

Company stamp

Date: D D M M 2 0 Y Y Y Y

Telephone number: MOBILE

LANDLINE

Email address:

Section B

This section must be completed by Companies which act as Employment/ Recruitment Agencies

1. **Is the Company a registered Employment/ Recruitment Agency?**

   ☐ Yes ☐ No

   If YES, please enclose a copy of the most recent Employment Agency licence issued to the Company by the Department of Enterprise, Trade and Employment.

2. **Please state the date the first such licence was issued to the Company:** ☐☐ D D ☐☐ M M ☐☐☐☐ Y Y Y Y

3. **Does the Agency make staff available to hirers in Ireland?**

   ☐ Yes ☐ No

   If YES, please state the number of staff made available to hirers in Ireland during the last 12 months; ☐☐☐☐

4. **Does the Company hold an Employment Agency Licence in any other country?**

   ☐ Yes ☐ No

   If YES, please enclose the most recent copy of this licence.

5. **Please state the date the first licence was issued to the Company:** ☐☐ D D ☐☐ M M ☐☐☐☐ Y Y Y Y

Declaration

I I declare that all the information I have given on this form is accurate.

Signature (**not** block letters)

Position in company or organisation

Company stamp

Date: ☐☐ D D ☐☐ M M 2 0 ☐☐ Y Y Y Y

Telephone number: MOBILE

LANDLINE

Email address:

Employer checklist

IMPORTANT: Employers please ensure your application conforms to points listed below.

- Application submitted at least four weeks in advance of posting.
- Correct application form completed for Certificates of Postings i.e. E101, A1 Portable Document, Certificate of Coverage, Letter of retention. **Latest versions are available on website.**
- Original application forms fully completed, all questions completed and "not applicable" entered where relevant. Use of corrective fluid is **unacceptable**.
- Before submission each application should be checked for a previous posting.
- Correct dates for posting must be supplied.
- Retrospective dates for a posting **must be correct**.
- Original Certificate of Posting must be returned for cancellation.

NOTE: A new Certificate will not be issued unless previous posting dates are in order i.e. cancellation effective.

All forms are available on:
http://www.welfare.ie/EN/Topics/PRSI/intposts/Pages/intindex.aspx

Following the above will insure your application is completed correctly. Incorrect applications will be returned to the company and can only be processed by date of receipt of correct application.

European Economic Area

European Union

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom,

European Free Trade Area

Iceland, Liechtenstein, Norway.

Other states

Switzerland

Data Protection and Freedom of Information

We, the Department of Social Protection, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies according to the law.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.