



COMPULSORY INSURANCE FOR TEMPORARY EXHIBITION STAFF

Dear Sir or Madam,

We kindly ask you to carry out the contribution statements for temporary exhibition staff together with the current wage and salary statements.

Please note:

As of 1 January 2008 there is a statutory requirement according to the Social Law Amendment Act of 2007 to register every employee employed by you before the start of work at the competent health insurance provider.

You can fulfil the obligation to register in two steps:

- * Submit at the latest immediately before the start of work the “minimum details registration” (account number of the employer, names and insurance numbers or the birth dates of the employed person as well as place and date of the employment to be taken up) and subsequently submit the missing information within seven days from the start of the compulsory insurance (full registration) or
- * Submit a full registration already before the start of work.

This regulation also applies for employees employed on a casual basis. The “minimum details registration” has to be submitted for every individual day of employment. The full registration has to be submitted as before within seven days from the end of the calendar month in which the work was done. This registration is also valid as a de-registration.

You have the possibility to submit the “**minimum details registration**” by phone to the ELDA call centre under the **phone number 05 7807 60** or by **fax** to the number **05 7807 61**.

In case of any questions concerning the compulsory insurance and the liability to pay contributions please contact our staff under the **phone number 05 7807 504310**.

The following has to be observed by foreign employers:

If Austrian employees are employed as temporary exhibition staff by foreign employers, these have to be equally registered and de-registered and the contributions have to be charged with the OÖGKK (Upper Austrian Regional Public Health Insurance).

If employees of employers in EU member states are seconded to Austria, these need to present the certification A1 “Certification Concerning the Applicable Legal Regulations”.

If the secondment procedure cannot be resorted to, you have to submit registrations and de-registrations for the temporary exhibition staff and charge contributions with us.

In accordance with § 30 item 2 of the General Social Insurance Law (ASVG) the local jurisdiction of the Gebietskrankenkassen (Health Insurance Providers) is the place at which the employment is performed. The OÖ Gebietskrankenkasse (Upper Austrian Regional Public Health Insurance) is the competent body in this case.

The OÖGKK reserves the right to carry out an audit of levies in the context of the “audit of wage-dependent levies” (GPLA).

Yours sincerely,

OÖ. GEBIETSKRANKENKASSE