

INSTRUCTIONS: DECLARATION OF REGISTRATION OF A BUSINESS WITH EMPLOYEES BUT NO FIXED ESTABLISHMENT IN FRANCE

To avoid receiving reminder letters, please provide all the information requested on the form.

DEFINITIONS AND INSTRUCTIONS FOR COMPLETING FORM E0

BUSINESS PARTICULARS

LEGAL PERSON

OR

NATURAL PERSON

1

Legal name : enter the business name, acronym, corporate name, legal form, etc. as they appear in the articles of association.

Trade name : enter the name under which the company conducts its business and by which it is known to the public.

This information must be entered exactly as it appears in the articles of association of the company.

2

Last name : enter your name as it appears on your birth/marriage certificate and identity documents.

Date of birth and country : this information is mandatory.

3

Address : Provide the address of the headquarters abroad or the main address. Please give your full address to ensure that all correspondence reaches you.

4

If applicable, give the details of registration of the business or activity with the competent authorities abroad.

BUSINESS ACTIVITIES

5

Date Business Established : enter the date when the business was established abroad (day, month, year).

Business Activities : list all activities.

Main Activity: in the case of more than one activity, state that which you consider to be your main activity. This will determine your APE (Activité Principale Exercée) code issued by the French national statistics institute, INSEE.

EMPLOYEES SUBJECT TO THE FRENCH SOCIAL SECURITY SYSTEM

6

Number of Employees, Date First Employee Hired (day, month, year): Include only employees subject to the French social security system, for whom you are required to file a declaration with the Urssaf du Bas Rhin.

APPOINTMENT OF A REPRESENTATIVE IN FRANCE

7

Give the particulars of the legal or natural person appointed to act on your behalf in France.

Under Article L243-1-2 of the French Social Security Code, an employer with no place of business in France is required to submit declarations and payments of social security contributions provided for by law or agreement, to a single collection office. To this effect, the employer may appoint a representative who is a resident in France and who is personally responsible for filing declarations and payment of the related contributions.

TAX STATUS

8

For information purposes only. Completing this section does not exempt you from filing tax returns.

MAILING ADDRESS

9

This section should be completed even if the mailing address is the same as the address of the business or the representative in France. Please include an e-mail address, telephone number and fax number so that you can be contacted easily.

ADDITIONAL INFORMATION

10

The name and signature are mandatory.