

## Notes on Form ZKO 3

For each secondment an individual notification is required; subsequent changes are to be reported immediately.

Please fill out all fields in the electronic form. Submission without filling the required fields is not possible.

For each item in the form, there is an information window / help on filling out, in which you will find an explanation.

If you second more than one employee, use the button: "Create further employees".

After "Send"ing, at the end of the form a window "Create PDF" appears.

Clicking this will open a completed PDF document in which the transaction number automatically assigned by the system is noted.

**This transaction number is your evidence of electronic transmission.**

**Important:** Save the sent document and ensure safe archiving! The Central Coordination Unit will send no confirmation of receipt!

If you have any questions concerning a notification submitted, always enter the transaction number!

With an existing initial notification, indicating the transaction number later notification of additional employees or an extension of a secondment can be carried out.

Notifications are to be sent to the appropriate health insurance provider and, if the work is in the construction sector, the Austrian Construction Workers' Leave and Severance Pay Fund (*Bauarbeiter-Urlaubs- und Abfertigungskasse, BUAK*).

Secondment notices of Croatian nationals and third-country nationals will be forwarded by the Central Coordination Unit to the Aliens Centres of the Employment Service Austria (*Arbeitsmarktservice Österreich, AMS Austria*) in order to examine the conditions for a secondment confirmation or a work permit. The processing and granting of the same is incumbent upon the AMS Austria.

Information at: [www.AMS.at](http://www.AMS.at) / Operational secondment to Austria

For more information on secondment, please see the website of the Federal Ministry of Finance at [www.bmf.gv.at](http://www.bmf.gv.at) Central Coordination Unit ⇒ Secondments.

Submission of forms bearing no TRANSACTION NUMBER by email, fax or letter mail is no longer permitted!