Instructions for Form ZKO 4

A separate notification is required for each provision; 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**

Multiple employees/persons similar to employees must be recorded in a single notification. Use the "New" button for this purpose. Do not use individual notifications for each employee. 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 provision notification***" document and must be opened, printed and saved.

Important: Save the document (ZKO4) 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.

When the employees provided are Croatian and/or third country citizens, the Austrian Central Coordination Office forwards the notification 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 on the provision of employees and/or persons similar to employees, 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.