

Appendix

Summary of Information Required for Notification of Assignments

The basic information required for registration is as follows:

Employer Information Required

Home Country Employer

Full Company Name	
Home Country Registration Number	
Registered Office Details	

Host Company (Italian Company receiving the assignees)

Full Company Name	
Italian Fiscal Code of Company/ VAT Number	
Industry Sector (precise description)	
Registered Office Details	

Legal Representative for Home/Host Employer

The Legal Representative may be resident abroad, but may be domiciled for postal purposes with a representative in Italy who is responsible to receive the service of notices, etc. Please note that postal domiciliation is a formal legal process requiring the completion of mandates by both parties. It is therefore more onerous and places a greater responsibility on the party providing the domicile services, than merely being "care of." The same details are also required for a Legal Representative of the host company.

Italian Tax Code (not obligatory)	
Name & Surname	
Date of Birth	
Country and Place of Birth	
Citizenship	
Domicile Address in Italy	

Reference Points

There is also a requirement that there be two further reference points established that would be responsible for record-keeping and, separately, for negotiation with unions/social bodies. The person could be the same as the legal representative or someone different. After the employer has been set up, it is then possible to register individual secondments. A secondment allows for the start date and end date of secondment and the place where the duties are carried out in Italy. Individual workers are then "attached" to the secondment. It is therefore possible to attach, for example, 10 workers having the same secondment start and end dates and the same place of work to one secondment. The following details are needed for the worker:

Italian Tax Code (not obligatory)	
Name & Surname	
Date of Birth	
Country and Place of Birth	
Citizenship	
Address in Italy	