Social Welfare Services

Postings under Statutory Instrument 312-96 and Bilateral Agreements

RETENTION OF AN EMPLOYEE TO IRISH SOCIAL INSURANCE LEGISLATION FOR A TEMPORARY POSTING OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

- Please use this page as a guide to filling in this form.
- Please use **BLACK** ball point pen.
- Please use BLOCK LETTERS and place an X in the relevant boxes.
- Please answer **all questions** that apply to you. If a question does not apply to you, please leave the answer area blank.
- You need a Revenue Employer Registered Number before you apply.
- Persons employed in Ireland who are sent by their employer to work outside the European Economic Area* (EEA) are compulsorily subject to Irish Social Insurance legislation for at least 52 weeks of their posting assignment. Once the conditions of the posting continue to be fulfilled the retention may continue up to a maximum of five years. If you are an Irish employer posting an employee to a country outside the EEA, please complete this application at least **four** weeks prior to posting and send to:

  Special Collection Section
  Department of Social Protection
  Cork Road
  Waterford

  LoCall: 1890 690 690 (from the Republic of Ireland only)
  Telephone: + 353 1 4715898 (from Northern Ireland or overseas)

  Email: Special Collections Enquiry Form
- If your employee is being posted to a number of countries outside the EEA, please complete **section E** of this form, indicating the first country of posting in **section D**.
- Ireland has Bilateral Agreements on Social Security with Australia, Canada, New Zealand, Québec, Republic of Korea, United Kingdom (Isle of Man and Channel Islands) and United States of America. Postings to these countries are dealt with under the terms of each relevant Agreement.
- If your employee is being posted to an EEA Member State, you should apply for an A1 Certificate – applications are available for download at **www.welfare.ie/EN/Topics/PRSI/intposts/Pages/intindex.aspx**

Note: The rates charged for the use of 1890 (LoCall) numbers may vary among different service providers.

Part A — Country details (single country postings)

1. Country to which your employee is being posted:

Country:

If your employee is being posted to more than one country, please also complete **section E** and tick this box ☐

Part B — Employee details

2. Your PPS No.:

3. Title: (insert an 'X' or specify) Mr. ☐ Mrs. ☐ Ms. ☐ Other

4. Surname:

5. First name(s):

6. Social Insurance number in country of posting (if known):

7. Your date of birth:

D D M M Y Y Y Y

8. Your nationality (as per passport):

9. Country of Habitual Residence:

10. Home address in Ireland:

11. Is it the intention of your employee to return to Ireland when the overseas assignment finishes?

☐ Yes ☐ No

12. If yes, will the employee return to work in your employment?

☐ Yes ☐ No

Part C Irish employment details

13. Employer name:

14. Employer address:

15. Company employer registration number:

16. Date this employee commenced in your employment:

D D M M Y Y Y Y

17. Was Irish Social Insurance paid in respect of this employment?

☐ Yes ☐ No

Part D Posting details

18. Please state period of posting:

From:

To:

D D M M Y Y Y Y

19. Employer's name in country of posting (Please use BLOCK LETTERS)**:**

20. Employer's address in country of posting (Please use BLOCK LETTERS)**:**

21. Where will PRSI be paid? ☐ Revenue P35 ☐ Special Collections

Part E Country details

22. If your employee is being posted to more than one country outside the EEA, please supply the country names and dates of posting below. If you need more space than is provided here, please supply the extra details on another sheet of paper headed "Section E Cont." and affix it securely to this form quoting employee's name and PPS Number.

Country:

Period of posting: From: D D M M Y Y Y Y

To: D D M M Y Y Y Y

Employer name in country of posting:

Employer address in country of posting:

Part F Declaration

I declare that all the information I have given on this form is accurate.

I will tell the Department of any changes that occur before or during this posting.

Signed by or for employer

Signature (**not** block letters)

Position in company or organisation

Employer's official stamp

Date: D D M M Y Y Y Y (2 0 Y Y)

Employer's telephone number: MOBILE

LANDLINE

Employer's email address:

Employer checklist

Important: Employers please ensure your application conforms to points listed below.

- Application submitted at least four weeks in advance of posting.
- Correct application form completed for Certificates of Postings i.e. E101/A1 Cert, Certificate of Coverage, Letter of retention. **Application forms are amended regularly and latest versions are available on website.**
- **Only** original application forms fully completed are accepted. All questions answered in full and "not applicable" entered where relevant. **Use of corrective fluid is unacceptable.**
- Correct dates for posting must be supplied.
- Retroactive dates for a posting **must be correct**.
- Original Certificate of Posting must be returned for cancellation

All forms are available on:
www.welfare.ie/EN/Topics/PRSI/intposts/Pages/intindex.aspx

Following the above will ensure your application is completed correctly. Incorrect applications will be returned to the company and can only be processed by date of receipt of correct application.

European Economic Area

European Union
Austria, Belgium, Bulgaria Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom,

European Free Trade Area
Iceland, Liechtenstein, Norway.

Other states
Switzerland

Data Protection and Freedom of Information

We, the Department of Social Protection, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies according to the law.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.