

The Danish Labour Market Fund for Posted Workers

Read these instructions before completing the claim

You must send us your claim within four months after the decision for your non-payment was established by judgment in the Danish Labour Court or from the date the Danish Labour Court confirmed the settlement between you and your employer.

When reporting your claim, please remember to include copies of:

- The judgment or decision of the Danish Labour Court, stating your name
- The request for payment you sent to your employer and the employer's contact person in Denmark
- Your employment contract
- Your passport, if you do not have a Danish CPR no. (civil registration number)
- Documentation for partly paid wages if your employer has already paid part of your wages after a judgment or decision of the Danish Labour Court
- Tax exemption certificate, if you are exempt from paying tax in Denmark.

We can only process your claim if you complete and sign the form and include the requested documentation.

How-to guide

- Complete the claim form on your computer
- Print and sign the claim form
- Scan the completed and signed claim form and your documentation and send the claim and documentation to:
'The Danish Labour Market Fund for Posted Workers' using the contact form at www.lifeindenmark.dk/afu.

Alternatively, you can send your claim and a copy of your documentation by post to:

**The Danish Labour Market Fund for Posted Workers, Kongens Vænge 8, DK-3400
Hillerød
Telephone +45 70 11 40 20 – www.lifeindenmark.dk/afu**

Claim

You can complete the claim if you have unpaid wages etc. from your employer and the Danish Labour Court has made a judgment or a settlement that involves you.

About you

Your CPR no. (civil registration number), if you have one: -

Name: _____ Tel. _____

Road/street: _____ Bank details: _____

House no: _____

Postcode: _____ Town/city: _____

Country: _____

Your TIN (Tax Identification Number): _____

If you reside or move to an EU/EEA country or the Faroe Islands while you are receiving payments from AFU, you are required to provide your TIN. Your TIN is used to identify you as a taxpayer in your country of residence.

Consent to sharing information about my identity

AFU is obliged to protect you against information about your identity being disclosed to unauthorised persons without your consent. However, in order to process your salary claim, AFU must exchange information with the Danish Tax Agency about your tax information, the amount paid and any tax withheld, etc. You must therefore consent to the fund exchanging information about your identity with the Danish Tax Agency. The fund cannot process your salary claim if you have not given your consent.

I consent to AFU exchanging information about my identity with the Danish Tax Agency.

In connection with AFU's recovery of salary receivables that have been paid from the fund, your employer or the Danish principal may wish to be informed of the identity of the employees who have received payments from the fund. It is voluntary whether you want to consent to AFU disclosing information about you to others than the Danish Tax Agency. Whether or not you consent to this does not affect AFU's processing of your salary arrears.

I voluntarily consent to AFU exchanging information about my identity with my employer or the Danish principal.

By signing this form, I also accept that:

- The Danish Labour Market Fund for Posted Workers takes over my claim against my foreign employer
- The Danish Labour Market Fund for Posted Workers will obtain information about me from SKAT (the Danish Customs and Tax Administration) and from the RUT Register (Register of Foreign Service Providers)
- I have provided correct information to The Danish Labour Market Fund for Posted Workers in the claim form
- I will immediately notify The Danish Labour Market Fund for Posted Workers of any changes in the information provided in my case, for example if my employer pays my wages.

Date and your signature

Your employer

Your employer's CVR/SE no:	<input type="text"/>	or RUT no.	<input type="text"/>
Name of employer:	_____		
Address:	_____		
Postcode:	Town/city:	_____	
Country	_____		

Danish principal

The Danish principal is the company which has entered into an agreement with your employer on carrying out work in Denmark.

Danish principal's CVR no.:

Name of Danish principal: _____

Address: _____ Postcode: _____ Town/city: _____

Total amount you want The Danish Labour Market Fund for Posted Workers to recover

Please add up all amounts owed to you by your employer.

Total amount in Danish kroner

If your employer has already paid part of the unpaid wages, you must state it here (please remember to include documentation for the amount you have received):

Total amount in Danish kroner

Tax information

The Danish Labour Market Fund for Posted Workers will obtain your current tax card before paying you.

Do you have a tax exemption certificate? Yes No (if you do, please remember to enclose the tax exemption certificate)

If you do not have a tax exemption certificate, we will withhold tax from the payment and pay the tax amount to SKAT (the Danish Customs and Tax Administration).