

Guide for foreign companies providing transnational services in France

Procedures for sending preliminary declarations of posting by electronic means

on



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Introduction

The new procedure for sending prior declarations of posting by electronic means is aimed to make it easier for foreign companies to carry out this mandatory formality.

The different screens online on the website “votre compte pro-Service public.fr” reproduce the three CERFA form 13816*02 (models 1, 2 and 3).

Once the declaration has been made, you will receive a registration number which will enable you to attest that the declaration has been successfully transmitted to the relevant French authorities.

This document provides full details on how to send the preliminary declaration of posting via the Website “Mon compte-pro-Service public.fr”.



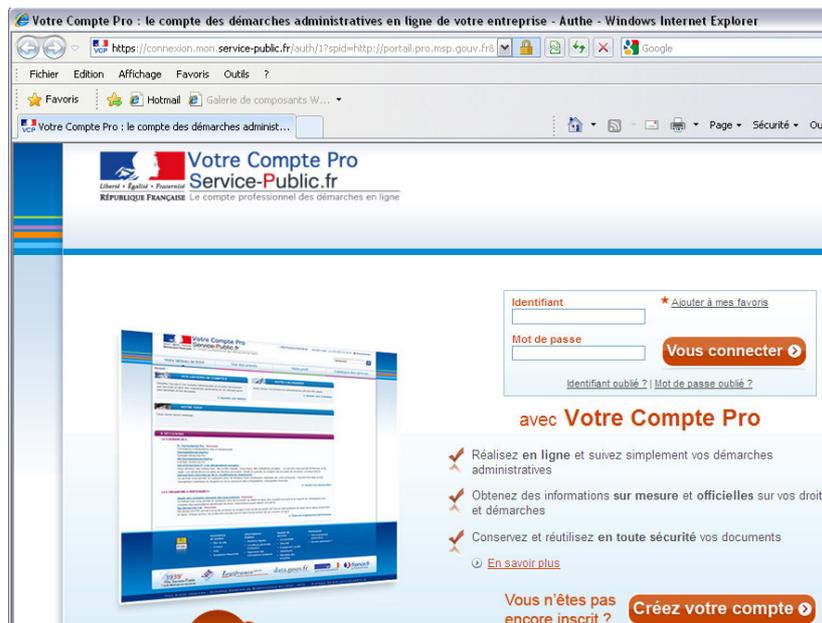
Declaration of posting via internet

The website “Service Public.fr / Votre Compte Pro” is freely accessible 24 hours a day, 7 days a week and enables employers to fill out their declarations of posting in accordance with a succession of screens.

To access to this website, you have to type the following website address in the browser address bar:

https://mdel.mon.service-public.fr/pro_mademarche/sfjsp?interviewID=SIPSI

and you will arrive on the following homepage:



1. Creating a user profile

The first time you connect, you must create your account.

In order to do so, you must enter a user name and a password (of your choice) in the space provided (**bottom right**).

	<p>The procedure for creating an account is carried out in French. All information provided in the preliminary declaration of posting must also be in French.</p>
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Vous n'êtes pas encore inscrit ?

Créez votre compte ➔

You are now connected to a page on which the traditional identification entries are to be made.



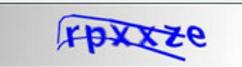
[ueil](#) > Création de votre Compte Pro

CRÉATION DE VOTRE COMPTE PRO

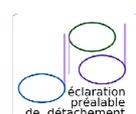
Le symbole * est indiqué devant les champs obligatoires.

* Identifiant :	<input type="text"/>	De 4 à 30 caractères alphanumériques.	A quoi ça sert ? Votre identifiant et votre mot de passe vous permettent d'accéder à votre compte. Ces informations sont personnelles, ne les transmettez à personne !
* Mot de passe :	<input type="text"/>	De 8 à 20 caractères, avec au moins une lettre et un chiffre	
* Répétez votre mot de passe :	<input type="text"/>		
* Adresse électronique :	<input type="text"/>	Exemple : prenom.nom@laposte.fr, service-rt@entreprise.fr	
* Confirmation de l'adresse électronique :	<input type="text"/>		

Je désire être informé(e) des actualités et nouveautés.

* Recopier les caractères de l'image :	<input type="text"/>		A quoi ça sert ? Cette étape nous permet d'empêcher les systèmes automatiques de création de compte d'opérer. Merci de bien vouloir saisir dans la zone dédiée, la suite de caractères affichée.
		Changer l'image Vous êtes mal-voyant ?	

J'accepte les [conditions générales d'utilisation](#).





The user name must consist of **at least 4 characters** made up of figures **or** letters



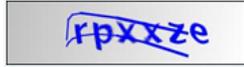
The password must contain **at least 8 characters** made up of figures **and** letters. The password must then be confirmed



An email address must be indicated and then confirmed.



Then, you have to copy the characters displayed in the image.

For example, the characters in the image  must be copied as follows: rpxxze



Finally, the box indicating acceptance of the general conditions of use must be checked.

When you have carried out these steps, you should receive the following electronic confirmation:

“ne_pas_repondre@comptepro.service-public.fr”.



When you have created your account, you will be returned to the “mon compte pro” website homepage.

To access the declaration form, you must reconnect to the website by retyping the following address in your browser address bar:

https://mdel.mon.service-public.fr/pro_mademarche/sfjsp?interviewID=SIPSI

2. Filling out the declaration of posting

You must enter your user name (1) and your password (2) and then connect (3).

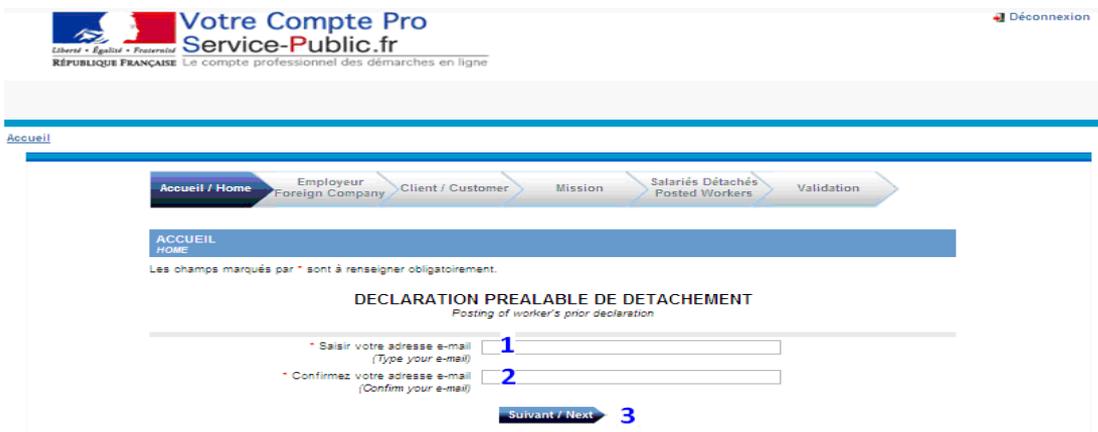


Identifiant 1 [★ Ajouter à mes favoris](#)

Mot de passe 2 **Vous connecter** 3

[Identifiant oublié ?](#) | [Mot de passe oublié ?](#)

You will access the following display, in which you must enter your email address (1) and then confirm it (2) before clicking on the “suivant/next” tab (3).



Liberté • Égalité • Fraternité
RÉPUBLIQUE FRANÇAISE

Votre Compte Pro
Service-Public.fr
Le compte professionnel des démarches en ligne

Accueil / Home Employeur / Foreign Company Client / Customer Mission Salariés Détachés / Posted Workers Validation

ACCUEIL HOME

Les champs marqués par * sont à renseigner obligatoirement.

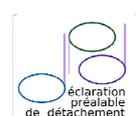
DECLARATION PREALABLE DE DETACHEMENT
Posting of worker's prior declaration

* Saisir votre adresse e-mail (Type your e-mail) 1

* Confirmez votre adresse e-mail (Confirm your e-mail) 2

Suivant / Next 3

All titles from this data entry form onwards are translated into English.



You will be sent to a new homepage on which you must select the type of declaration to complete.

There are three possible types of declaration:



Declaration regarding posting of workers in the context of carrying out an international service provision contract or an own-account operation, in accordance with Article R.1263-3 of the French Labour Code.

This declaration ([model 1](#)) corresponds to CERFA form No.13816*02 - Model 1.



Declaration regarding posting of workers in the context of intragroup mobility, in accordance with Article R.1263-4 of the French Labour Code.

This declaration ([model 2](#)) corresponds to CERFA form No.13816*02 - Model 2



Declaration regarding posting of workers by a temporary work agency based outside France, in accordance with Article R.1263-6 of the French Labour Code.

This declaration ([model 3](#)) corresponds to CERFA form No.13816*02 - Model 3

Accueil / Home Employeur Foreign Company Client / Customer Mission Salariés Détachés Posted Workers Validation

CHOIX DU MODÈLE
CHOOSE THE RIGHT FORM

Les champs marqués par * sont à renseigner obligatoirement.

Réglementation / Reglementation

* Choisir le modèle de déclaration / Choose the right form

→ **Modèle 1 / Form 1 :**
DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS
PAR UN EMPLOYEUR ÉTABLI HORS DE FRANCE
DANS LE CADRE DE L'EXÉCUTION D'UNE PRESTATION DE SERVICES INTERNATIONALE
OU D'UNE OPÉRATION POUR SON PROPRE COMPTE
TRANSNATIONAL POSTING OF WORKERS BY EMPLOYERS BASED OUTSIDE FRANCE IN THE FRAMEWORK OF THE PROVISION OF SERVICES, OR OF AN OPERATION ON THEIR OWN BEHALF
 Article R. 1263-3 du code du travail

→ **Modèle 2 / Form 2 :**
DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS
ENTRE ÉTABLISSEMENTS D'UNE MEME ENTREPRISE OU ENTREPRISES D'UN MEME GROUPE
TRANSNATIONAL POSTING OF WORKERS BETWEEN ESTABLISHMENTS BELONGING TO THE SAME COMPANY OR COMPANIES OF THE SAME GROUP
 Article R. 1263-4 du code du travail

→ **Modèle 3 / Form 3 :**
DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS
PAR UNE ENTREPRISE EXERÇANT UNE ACTIVITÉ DE TRAVAIL TEMPORAIRE ÉTABLIE HORS DE FRANCE
TRANSNATIONAL POSTING OF WORKERS BY A TEMPORARY WORK AGENCY BASED OUTSIDE FRANCE
 Article R. 1263-6 du code du travail

Précédent / Previous **Suivant / Next**

The different screens for each of the three declarations are presented in the same form. The breadcrumb trail enables you to follow the progress of form completion.

Two complementary screens (screen 7 and screen 8) enable you to sign and view all the data entered in your declaration :

Screen 7

This display marks the of the “data capture” with the date and place the declaration was made

Accueil / Home Employeur Foreign Company Client / Customer Mission Salariés Détachés Posted Workers Validation

SIGNATURE

Les champs marqués par * sont à renseigner obligatoirement.

Modèle Choisi 1 / Chosen Form 1

* Fait à In

* Le On 28/05/2013

Précédent / Previous Suivant

Screen 8

Accueil / Home Employeur Foreign Company Client / Customer Mission Salariés Détachés Posted Workers Validation

VALIDATION

Accueil
Home

Saisir votre adresse e-mail (Type your e-mail) c.seiller@travail.gouv.fr

Confirmez votre adresse e-mail (Confirm your e-mail) c.seiller@travail.gouv.fr

Modifier

Choix du Modèle
Choose the right form

Choisir le modèle de déclaration / Choose the right form

Modèle 1 / Form 1 :

DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS
PAR UN EMPLOYEUR ÉTABLI HORS DE FRANCE
DANS LE CADRE DE L'EXÉCUTION D'UNE PRESTATION DE SERVICES INTERNATIONALE
OU D'UNE OPÉRATION POUR SON PROPRE COMPTE
TRANSNATIONAL POSTING OF WORKERS BY EMPLOYERS BASED OUTSIDE FRANCE IN THE FRAMEWORK OF THE PROVISION OF SERVICES, OR OF AN
OPERATION ON THEIR OWN BEHALF

Article R. 1263-3 du code du travail



This validation screen enables you to modify data before transmission if necessary.

In order to do this, you must click on the **Modifier** button corresponding to the desired rubric.





You can also **preview** the CERFA form containing the information you have provided by clicking the button located just before the transmission button.



Prévisualisation du fichier pdf / Preview pdf file

A *facsimile* of your declaration will be displayed, configured on the CERFA model.



FAC-SIMILE



DÉCLARATION PRÉALABLE DE DÉTACHEMENT

Posting of worker's declaration
(Hors mobilité intragroupe et travail temporaire)
(Excepting intragroup mobility and temporary work)

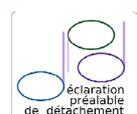
DÉTACHEMENT TRANSNATIONAL DE TRAVAILLEURS PAR UN EMPLOYEUR
ÉTABLI HORS DE FRANCE DANS LE CADRE DE L'EXÉCUTION
D'UNE PRESTATION DE SERVICES INTERNATIONALE OU D'UNE OPÉRATION
POUR PROPRE COMPTE ⁽¹⁾

*TRANSNATIONAL POSTING OF WORKERS BY EMPLOYERS BASED OUTSIDE FRANCE IN THE FRAMEWORK
OF THE PROVISION OF SERVICES, OR OF AN OPERATION ON THEIR OWN BEHALF (1)*

You only have to close this page in order to return to the declaration validation display.



When you have checked the data it contains, you will send your declaration to the competent authorities by clicking on the **Transmettre / Transmit** tab.



3. Acknowledgement of receipt

After you have sent the declaration, you will receive a message acknowledging receipt with a registration number created on the website “mon compte-pro/service public.fr”.

	<p>This registration number is unique and you should keep it in order to attest that the declaration has been successfully transmitted to the relevant authorities.</p>
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[Accueil](#)

SYSTÈME D'INFORMATION DES PRESTATIONS DE SI

CONFIRMATION

Nous avons bien transmis votre Demande de Déclaration Préable.

La référence de votre démarche est la **A-3-NTZZD8W2A**.

Cette référence doit être conservée.

Elle vous sera utile lors de vos éventuels échanges pour le suivi de votre demande avec l'(es) organisme(s) concerné(s).

Si vous avez inscrit un courriel, votre référence de démarche vous sera également transmise par courriel dans les prochaines minutes.

At the same time, a standard message is sent to the email address entered on the first page.

4. A few rules



All fields of the declaration are mandatory under French regulations.

- ➔ Absence of information in a field followed by a red asterisk prevents connection to the next display;
- ➔ An explicatory error message is displayed and the missing fields are indicated in red



Only the registration number received after the transmission of the prior declaration on internet enable you to confirms that your declaration has been successfully transmitted

The printed “facsimile” does not act as a proof.



When a single declaration concerns more than 6 posted employees, you must draw up a document containing a complete list of the employees in question.

This document must be annexed /downloaded to the declaration in compliance with the procedure specified, in the “List of posted employees” display.

Document size must be less than 2 MB



If the service concerned is to be performed in more than one place, you must draw up a document listing the various addresses corresponding to the successive places of service provision in France (with corresponding dates for each place).

This document must be annexed/downloaded to the declaration in compliance with the procedure specified, in the “Mission” display.

Document size must be less than 2 MB