

# taxreturn

## FORMULARZ NORWEGIA PERMITTERING

### 1. DANE OSOBOWE

Nazwisko		Imiona	
Norweski numer personalny (11 cyfr)		Stan cywilny	
Email		Tel. kontaktowy	
Kod pocztowy		Miejscowość	
Ulica i numer			
Hasło dostępu w systemie NAV (z uwzględnieniem małych i wielkich liter)			

### 2. ADRES DO KORESPONDENCJI (wypełnij, jeżeli jest inny niż adres zameldowania)

Miejscowość		Kod pocztowy	
Ulica i numer			

### 3. OKRESY ZATRUDNIENIA W NORWEGII

Data rozpoczęcia:	Data zakończenia:	Dane pracodawcy:	Przychód w NOK

### 4. DODATKOWE INFORMACJE

1. W jakich rotacjach pracowałeś ?			
2. Jaka była przyczyna permittowania?			
3. Data rozpoczęcia pracy w Norwegii			
4. Data zakończenia stosunku pracy			
5. Czy w okresie ostatnich 18-stu miesięcy przebywałeś na jakimś zasiłku? (jeśli tak, wpisz jaki to zasiłek)			
6. Okres przebywania na permittingu	Od	Do	
7. Imię, nazwisko i pesel dzieci	Dziecko 1		
	Dziecko 2		
	Dziecko 3		

### 5. UWAGI

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### 6. OŚWIADCZENIE

Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w niniejszym formularzu dla potrzeb realizacji zlecenia zgodnie z Ustawą z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. 1997, Nr 133, poz. 883 z późn. zm.). Jednocześnie potwierdzam, iż zostałem poinformowany o przysługującym mi prawie do wglądu, poprawiania i usunięcia moich danych osobowych. Administratorem danych osobowych jest: Tax Return Podatki Zagraniczne Ilona Kozińców

DATA		PODPIS	
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# taxreturn

## UMOWA - ZLECENIE zawarta w dniu .....-2019

pomiędzy:

**Tax Return Podatki Zagraniczne Ilona Kozińców z siedzibą w Gdańsku przy ul. Dyrekcyjna 6 pok.409,  
80-852 Gdańsk**

zwanym w niniejszej umowie **Zleceniobiorcą**, a Panem/Panią:

**Imię i nazwisko**

**Adres**

zwanym(a) w niniejszej umowie **Zleceniodawcą**, o następującej treści:

### §1

1. Przedmiotem niniejszej umowy jest sporządzenie wniosku zasiłek dla bezrobotnych z tytułu tymczasowego zwolnienia, rejestracji w NAV oraz przeszkolenie z zakresu składania kart meldunkowych  
W szczególności Zleceniobiorca jest zobowiązany do:  
a) przygotowania i złożenia we właściwym miejscowo i rzeczowo dla podatku Zleceniodawcy zagranicznym urzędzie skarbowym wniosku  
b) udzielenia informacji na temat sposobu rejestracji w NAV  
2. Do obowiązków Zleceniobiorcy nie należy:  
1) reprezentacja, zastępstwo  
2) doradztwo prawne, doradztwo podatkowe,  
3) tłumaczenie dokumentów.  
3. Za datę wykonania usługi przez Zleceniobiorcę uznaje się dzień sporządzenia finalnej wersji wniosku dla Zleceniodawcy, gotowych do złożenia we właściwym zagranicznym organie.  
4. Zleceniobiorca może powierzyć wykonanie umowy w całości lub części osobom trzecim.  
5. Dodatkowe usługi, mające być zrealizowane przez Zleceniobiorcę, będą dodatkowo wynagradzane przez Zleceniodawcę na rzecz Zleceniobiorcy według aktualnego cennika obowiązującego u Zleceniobiorcy w dniu zlecenia przez Zleceniodawcę tych usług do wykonania.

### §2

1. Zleceniodawca zobowiązuje się do:  
a) wypełnienia zgodnie z prawdą i dostarczenia Zleceniobiorcy dokumentów i informacji niezbędnych do wykonywania zadań określonych w §1 pkt 1;  
b) niezwłocznego aktualizowania swoich danych adresowych i kontaktowych w zagranicznym urzędzie oraz u Zleceniobiorcy z tym skutkiem, że pismo skierowane przez Zleceniobiorcę bądź zagraniczny urząd na dotychczasowy adres zleceniodawcy będzie uważane za skutecznie doręczone;  
c) niezwłocznego przedstawienia Zleceniobiorcy wszelkiej korespondencji otrzymanej z zagranicznego urzędu dotyczącej usługi będącej przedmiotem niniejszej;  
d) nie występowania w okresie trwania umowy samodzielnie ani za pośrednictwem osób trzecich przed zagranicznymi urzędami, z których ma nastąpić zwrot wynagrodzenia wakacyjnego,  
e) wycofania z zagranicznego urzędu pełnomocnictwo udzielone w związku z rozliczeniem wcześniejszego roku podatkowego.  
f) wysłania na własny koszt i we własnym zakresie do zagranicznego organu wszelkich dodatkowych informacji, w tym zaświadczenia o numerach konta, dokumentów, odpowiedzi na zapytania.  
g) przekazania Zleceniobiorcy kopii dokumentów lub elektronicznie utrwalone bazy, a w razie udostępnienia oryginałów dokumentów odebrać od Zleceniobiorcy własnym staraniem, na własny koszt i ryzyko w terminie nie dłuższym niż 5 lat od daty złożenia.

### §3

1. Jeżeli w kolejnych latach podatkowych, nie objętych postanowieniami niniejszej umowy Zleceniodawca zdecyduje się korzystać z usług innego podmiotu, zobowiązany jest samodzielnie dokonać zmian we właściwej instytucji wprowadzonych przez Zleceniobiorcę w trakcie wykonywania niniejszej umowy np. pełnomocnictwo, adres korespondencyjny, numer konta itp. Zleceniobiorca nie ponosi odpowiedzialności za zaniechanie tych czynności przez Zleceniodawcę.  
2. Za wykonanie czynności wymienionych w §1 pkt 1 Zleceniobiorca jest uprawniony do wynagrodzenia:  
a) bezpośrednio przy zawarciu tej umowy, np. w gotówce, bądź  
b) w terminie do 14 dni od daty zawarcia tej umowy przelewem na rachunek bankowy: mbank, 68 1140 2004 0000 31026471 6164 w wysokości: 300 zł (trzysta złotych) z podaniem w tytule tego przelewu imienia i nazwiska Zleceniodawcy oraz kraju i roku podatkowego, którego dotyczy usługa objęta tą umową (np. Jan Kowalski, permittering 2019 r.).

3. Warunkiem realizacji usługi jest dokonanie płatności, o której mowa w punkcie 2. Brak wpłaty w wyznaczonym terminie oznacza odstąpienie od umowy przez strony. W przypadku wpłaty po terminie 14 dni Zleceniodawca zobowiązany jest o tym fakcie powiadomić Zleceniobiorcę w formie pisemnej.  
4. Zleceniodawca może wypowiedzieć umowę w każdym czasie, jednak wówczas zapłaci wynagrodzenie ryczałtowe w wysokości 100 zł (sto złotych) odpowiadające wydatkom poczynionym w celu należytego wykonania usług.

### §4

1. Zleceniobiorca nie odpowiada za:  
a) nieterminowe rozpatrywanie wniosków przez właściwe zagraniczne urzędy,  
b) działania lub zaniechania Zleceniodawcy, dostawców mediów (w tym Internetu), operatorów pocztowych, w tym zagranicznych urzędów.  
c) skutki wynikłe z niedostarczenia przez Zleceniodawcę bądź dostarczenia z opóźnieniem wszystkich wymaganych dokumentów i informacji, w tym wypływające z nieprawdziwości czy nieprawidłowości danych i informacji podanych przez Zleceniodawcę (w szczególności: niepoprawnych lub nieaktualnych informacji na temat adresu oraz numeru konta bankowego Zleceniodawcy.) w szczególności informacji dotyczących adresu oraz numeru konta ;  
d) skutki innych okoliczności wynikłych z przyczyn leżących po stronie Zleceniodawcy.

### §5

1. Zleceniobiorca zastrzega sobie prawo odstąpienia od umowy, jeżeli Zleceniodawca nie dostarczy wszystkich wymaganych informacji i dokumentów niezbędnych do wykonania umowy.  
2. Zleceniodawca ma prawo odstąpienia od niniejszej umowy w terminie 14 dni od daty podpisania umowy, chyba że uprzednio nastąpiło przekazanie jego dokumentów do zagranicznego urzędu w terminie 14 dni od daty podpisania umowy. Oświadczenie to wymaga formy pisemnej pod rygorem nieważności

### §6

1. Wszelkie zmiany niniejszej umowy wymagają formy pisemnej pod rygorem nieważności  
2. W sprawach nieuregulowanych niniejszą umową mają zastosowanie odpowiednie przepisy polskiego Kodeksu cywilnego.  
2. Wszelkie spory umowne będą rozstrzygane przez sądy powszechne, właściwe miejscowo dla Zleceniobiorcy.  
Umowę sporządzono w dwóch jednobrzmiących egzemplarzach, po jednym dla każdej ze Stron.

Zleceniodawca oświadcza, że przyjmuje do wiadomości, że administratorem jego danych osobowych jest Ilona Kozińców, prowadząca działalność gospodarczą pod firmą TaxReturn Podatki Zagraniczne Ilona Kozińców z siedzibą przy ul. Dyrekcyjna 6, pok.409, Gdańsk 80-852, NIP: 958-130-65-89, REGON: 220886602. Podane przez Zleceniodawcę dane w formularzu zbierane są w celu zawarcia i realizacji niniejszej umowy. Przekazane dokumenty i materiały będą przechowywane na potrzeby możliwych kontroli oraz w celu udokumentowania realizowanej usługi, także po jej realizacji, a okres ich przechowywania będzie wynosił od 5 do 10 lat w zależności od regulacji we właściwej zagranicznej instytucji, której dotyczy usługa. Dane osobowe Zleceniodawcy będą udostępniane właściwej zagranicznej instytucji upoważnionej przepisami prawa. Zleceniodawcy przysługuje prawo do wglądu, poprawiania, usuwania, ograniczenia treści podanych danych oraz prawo do wniesienia skargi do organu nadzorczego. Zleceniodawca został poinformowany, że podanie danych jest dobrowolne, ale niezbędne do realizacji umowy.

**Podpis Zleceniobiorcy**

**Podpis Zleceniodawcy**

# taxreturn

## Permittering

### Norwegia

**Aby uzyskać zasiłek postojowy z Norwegii należy spełnić następujące warunki:**

- Podanie o zasiłek powinno być złożone do NAV w okresie czterech tygodni od daty zarejestrowania się jako poszukujący pracy ( zarejestrowanie CV na [www.nav.no](http://www.nav.no) )
- Na 14 dni przed wprowadzeniem permitteringu pracodawca powinien wręczyć pracownikowi pisemne ostrzeżenie o permitteringu.
- Minimalny dochód na Lonnsie w ostatnim roku wyższy niż 138 864 NOK brutto, jeżeli był niższy, należy przedstawić Lonnsy za 3 poprzednie lata, gdzie łączny dochód za ten okres musi wynosić co najmniej 277 728 NOK
- Okres rozpatrywania dokumentów przez NAV to 6 tygodni, jeśli będą potrzebne dodatkowe informacje lub dokumenty, okres ten może ulec wydłużeniu.
- Zasiłek jest ograniczony czasowo i można go pobierać przez 26 tygodni w okresie 18 miesięcy.

**Dokumenty potrzebne do złożenia wniosku o permittering:**

1. Kopia umowy o pracę oraz zawiadomienie o zwolnieniu tymczasowym zawierające - przyczynę zwolnienia -okres zwolnienia tymczasowego -w które dni pracodawca ma ustalony obowiązek płacowy
2. Zaświadczenie o permitteringu / Vasel om permittering
3. Dokument Bekreftelse wypełniony przez pracodawcę
4. Pozwolenie na pracę z policji
5. Karta podatkowa Skattekort za dany rok podatkowy
6. Lonns za poprzedni rok (jeśli dochód za poprzedni rok był niższy niż 138 864 NOK, należy przedstawić Lonnsy za 3 poprzednie lata, gdzie łączny dochód za ten okres musi wynosić co najmniej 277 728 NOK)
7. Odcinki z wypłat
8. Aktualne kody Min ID z hasłem

DORADCA PODATKOWY  
Ilona Kozieńcow



nr wpisu 11285

**Oplata:**

**300zł – sporządzenie, zarejestrowanie i wysłanie wniosku wraz z kompletem dokumentów**

**KOMPLET DOKUMENTÓW PROSZĘ WYSLAĆ LISTEM POLECONYM NA NASZ ADRES:**

**Tax Return Podatki Zagraniczne  
Ilona Kozieńcow  
ul. Dyrekcyjna 6 / 409  
80-852 Gdańsk**

**Numer konta bankowego: Mbank 68 1140 2004 0000 3102 6471 6164**

**W RAZIE PYTAŃ SŁUŻYMY POMOCĄ:**

**Tel. 58 712 62 96  
Kom.509700565  
E – mail: [biuro@taxreturn.com.pl](mailto:biuro@taxreturn.com.pl)**

**WAŻNE!!!**

**W razie otrzymania jakiegokolwiek korespondencji z norweskiego urzędu NAV prosimy o niezwłoczne przesłanie nam pisma na wyżej podany adres lub e-mail lub dostarczenie do naszego biura.**

**DORADCA PODATKOWY  
Ilona Kozieńcow**



nr wpisu 11285



Saksbehandler / Officer in charge	
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## Skjema for fullmakt / Power of attorney

For å være sikre på at taushetsbelagt informasjon blir gitt til rette vedkommende, er vi avhengig av å ha skriftlig fullmakt med korrekte personopplysninger. Fyll ut skjemaet, og returner det til NAV Internasjonalt snarest. / *To be certain that your personal information is not given to unauthorized personnel, we kindly ask you to fill in this form and return it to NAV Internasjonalt— as soon as possible.*

### 1. Personopplysninger / Personal information

Norsk fødsels- og personnr.: <i>Norwegian birth- and identification number:</i>	
Navn: / Name:	
Adresse postnr./sted/land: <i>Address / postal code/city/country:</i>	

### 2. Fullmakt er gitt til / Power of attorney is given to

Norsk fødsels- og personnr.: <i>Norwegian birth- and identification number:</i>	
Navn: / Name:	
Adresse postnr./sted/land: <i>Address / postal code/city/country:</i>	

#### 2.1 Dersom fullmakten er gitt for en begrenset periode / If the power of attorney is given for a specific periode

Fullmakt er gitt til dato: <i>Power of attorney is valid until:</i>	
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#### 2.2 Dersom fullmakten er gitt for begrenset informasjon / If the power of attorney is given for specific information

Informasjon som kan utgis: <i>Information which can be given:</i>	
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Sted / Dato / City / Date

Underskrift / Signature

**NAV Internasjonalt // NAV National Office for Social Insurance Abroad**

Postadresse / Address Postboks 8138 Dep. N-0033 OSLO  
Telefon / Telephone +47 21 07 37 00 Telefax +47 21 07 37 01



## Claim for unemployment benefits in the event of temporary lay-off

### 1. Personal details

First names, Family name		Personal ID no. (11 digits)
Telephone no.	Mobile phone no.	E-mail address

### Information

Submit the claim form to the NAV address at the top of the first page.

Read the information at [www.nav.no/dagpenger](http://www.nav.no/dagpenger) ved permittering (unemployment benefits in the event of temporary lay-off) and the "Unemployment Benefits" brochure carefully before you fill out the claim form.

On page 8 of the form you will find instructions for filling out the claim form. Fill out the form accurately. If you provide incorrect or incomplete information, this may result in a demand for repayment, loss of entitlement to unemployment benefits for up to 26 weeks and criminal liability.

Before you claim unemployment benefit while you are temporarily laid-off, you must register as a jobseeker with NAV and update your CV.

As a general rule, the date you register as a jobseeker will be counted as the date of your claim. You then have four weeks to submit your claim. **If NAV decides that it is taking unreasonably long time for the completed claim form and the required documentation to be submitted, the date these are submitted will be regarded as the claim date.**

If information or documentation is missing, this could delay processing of your claim and may also result in a wrong decision in the case.

Claimants / recipients of unemployment benefits during temporary lay-off have a duty to disclose information pursuant to Section 21-3 of the National Insurance Act. If the claimant withholds information or fails to comply with an order to provide information in the case, NAV has the authority to refuse or stop an unemployment benefits claim, cf. Section 21-7 of the National Insurance Act.

To be entitled to unemployment benefits, you must be able to quickly accept any work for which you are physically or mentally suited. As a general rule, you must be willing to accept a job regardless of whether it is full-time or part-time or in a different occupation from your previous occupation. You must be willing to work anywhere in the country, which means that if necessary you must be willing to move.

If there are specific reasons that restrict your ability to accept full-time work or to accept work outside the district where you are living, these must be stated in writing. The requirement that you must be willing to accept work anywhere in the country is practised strictly. Medical grounds must be confirmed by a doctor's certificate. If you need childcare, you must be able to arrange this at short notice.

You must send an employment status form at the right time to NAV every 14 days. This duty to notify applies even if no decision has been made yet regarding your claim for unemployment benefits.

I have read the information above.  Yes

I have read the "Unemployment Benefits" brochure or information at [www.nav.no/dagpenger](http://www.nav.no/dagpenger) ved permittering.  Yes

Claimants have a duty to familiarise themselves with the information at [www.nav.no/Dagpenger](http://www.nav.no/Dagpenger), both the general rules on unemployment benefits in the event of unemployment and the special rules on unemployment benefits in the event of temporary lay-off.

## 2. Work, etc.

a) List all the employers you have had in the last 12 months. You must also list all self-employment, schooling, courses and other information covering the last 12 months. Use a separate sheet if necessary.

Employer, etc.	Period	Reason for leaving

b) Has your employer offered you continued employment, but in another place of work in Norway?  Yes  No

c) Are you receiving wages or are you entitled to wages from another employer?  Yes  No  
Up to and including:  No

d) Have you served compulsory national service or civilian national service in the last twelve months?  Yes  No

## 3. Self-employment

a) Do you farm or carry out other business activities?  Yes  No If yes, you must fill out special form NAV 04-03.03

b) Have you had income from hunting at sea or fishing in the last three years?  Yes  No

## 4. Lay-off

a) Employer's name:

b) Laid off from (date):  to (date):  (The lay-off period is counted from the first day out of work/ Reduced working hours due to being laid off.)

c) Documentation of the employer's reasons for the lay-off are enclosed (confirmation of the reason for the lay-off).  Yes

d) Employer's due to pay wages from (date):  Up to and including:   Don't know

e) Degree of lay-off:  Fully laid off  Partly laid off: %

## 5. Bankruptcy (Only fill out this section if you left due to bankruptcy)

a) Employer's name:

b) Liquidator's name:

c) Have you applied or are you going to apply to the wage guarantee scheme?  Yes  No



## 6. Financial/coordinated benefits

Under this point tick off whether you receive any financial benefits that might affect your entitlement to unemployment benefit. Do you receive, or have you applied for, the following benefits in Norway or another EEA member state?

- |   |  |   |  |
|---|--|---|--|
| a) Sickness benefit   | <input type="checkbox"/> Yes <input type="checkbox"/> No | k) Interim pay  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Work assessment allowance (AAP)  | <input type="checkbox"/> Yes <input type="checkbox"/> No | l) Stand-off pay  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) Disability pension   | <input type="checkbox"/> Yes <input type="checkbox"/> No | m) Pay after termination of employment by your employer   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Maternity allowance  | <input type="checkbox"/> Yes <input type="checkbox"/> No | n) Guarantee share from the guarantee fund for fishermen  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e) Parental benefit for birth or adoption   | <input type="checkbox"/> Yes <input type="checkbox"/> No | o) Have you received, are you receiving, will you receive, or might you receive one or more payments/other financial benefits from a former employer? If yes, what? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f) Unemployment benefit from the guarantee fund for fishermen   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="text"/>  |  |
| g) Contractual early retirement scheme from a public or private pension scheme taken out before 1. January 2011 | <input type="checkbox"/> Yes <input type="checkbox"/> No | p) Unemployment benefit from another EEA member state   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h) Public sector pension  | <input type="checkbox"/> Yes <input type="checkbox"/> No | q) Other benefits   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| i) Retirement pension from a private occupational pension   | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, what sort of benefit? <input type="text"/>  |  |
| j) Reduced disability pension from public pension scheme  | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |

If you have answered yes to one of the above questions, state who is paying the benefit:

## 7. Pregnancy-related sickness benefit

Have you received sickness benefit due to a pregnancy-related illness in the last three calendar months?  Yes  No

If yes, state the period (from (date):

Up to and including (date):

## 8. Children

Own children (biological and adopted children) under 18 years of age, who are living in Norway or another EEA member state and who the claimant supports. The person who pays child support is also considered to be a provider.

Name	Personal ID no. (11 digits)	The child's pay/pension

Name of the other provider:

Personal ID no. (11 digits):

Does the other provider receive unemployment benefit?  Yes  No  Don't know

Who has care and control of the child/children?  Mother  Father  Shared

**(Only answer the last question if the parents are not living together)**

## 9. Genuine jobseeker – can you accept any work?

As a recipient of unemployment benefit, you must be an active jobseeker, and as a general rule, you must be willing to quickly accept any work. The authority to grant exemptions from this clear general rule is limited and it is NAV who will assess whether you meet the exemption criteria. If you limit yourself with respect to accepting a job, this may result in your claim for unemployment benefit during temporary lay-off being denied. Check the relevant criteria further before you chose to limit your job seeking activity.

As a general rule, you must be willing to quickly accept work for which you are mentally and physically suited, in any kind of occupation, anywhere in Norway and regardless of whether it is full-time or part-time. You can read more about these criteria in the “Unemployment Benefits” brochure and on NAV’s website: [www.nav.no/dagpenger](http://www.nav.no/dagpenger).

**Your answers to the following questions will be decisive for whether you are entitled to unemployment benefit.**

a) Is there any work you are unable to accept for medical reasons?  Yes  No

**If the answer is yes, you must state the reason why and enclose a doctor’s certificate:**

b) Are you willing to accept any job you have the health to carry out, in any occupation?  Yes  No

**If the answer is no, you must state the reason:**

c) Are you willing to accept a job and participate in welfare-to-work initiatives anywhere in Norway, even if this means you have to commute or move?  Yes  No

**If the answer is no, you must state the reason:**

d) Are you willing to accept a job regardless of the scope of the work and the working hours?  Yes  No

**If you are only seeking part-time work, you must state the reason:**

**To be entitled to unemployment benefit you must be able to work at least 50 % of what is normal for your occupation.**

State the maximum number of hours you want to work per week:

## 10. Education

Are you studying, including participating in courses or studying independently?  Yes  No

If yes, you must apply on a special form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit. As a general rule, a claimant who is studying will not be entitled to unemployment benefit.

## 11. Supplementary information

**The claim form must be fully filled out before unemployment benefit can be granted.**

## 12. Signature

I have familiarised with the conditions for receiving unemployment benefit in the “Unemployment Benefit” brochure or via information at [www.nav.no/dagpenger](http://www.nav.no/dagpenger).

I hereby confirm that the information provided is correct. I am aware that providing incorrect or incomplete information may result in a demand for the repayment of received unemployment benefit, loss of entitlement to unemployment benefit for up to 26 weeks and criminal liability.

-----  
Place and date

-----  
Signature

### 13. Claim form enclosures

The jobseeker, employer and a number of other government agencies have a duty to inform NAV. NAV cannot grant unemployment benefit until the claim form is fully filled out and all the necessary enclosures have been submitted.

**Follow the instructions for submitting forms at [nav.no](http://nav.no).** Please note that in each case NAV may request further information.

#### Income

NAV collects income details electronically from the Tax Office, cf. Section 21.4 of the National Insurance Act. The information is based on the End-of-Year Certificates your employer(s) have submitted for the last three calendar years. Income from the last preceding calendar year is not available until March, so if you apply for unemployment benefit before 1 March, you will have to document your income in the preceding year yourself with payslips.

When you are informed of a decision on your unemployment benefit, you must check that the income reported to us is correct. If your information is incorrect, you must contact your local NAV office as soon as possible and document any changes.

#### Other enclosures:

- Notice of lay-off that states the reason for being laid off and the days the employer has a legal obligation to pay wages
- Confirmation of the reason for being laid off
- Minutes from negotiation meetings between the employer and the employees, or other corresponding documentation, if such minutes / corresponding documentation exists. The minutes of meeting or other corresponding documentation must provide information that the employer and employee agree that:
  - the lay-off has justifiable grounds within the framework of the Main Agreement
  - the lay-off is due to lack of work or other circumstances over which the employer has no control
  - the employers has done what could reasonably be required to avoid lay-offs
- If you are to continue to be laid off after the earlier stated period, a notice of lay-off must be submitted.
- If you have been employed for at least six months, your last employment contract before you became unemployed, or a completed NAV 04-08.03 form, which is available at [www.nav.no/skjema](http://www.nav.no/skjema).
- Document of your working hours in the last 12 months, if you have not had an agreement on fixed weekly working hours for at least 6 months prior to becoming unemployed
- Confirmation of the reason for termination of other employment in the last six months
- If you have work and social insurance periods in other EEA member states: Certificate PD U1 (replaces previous certificate E 301)
- If you have children who are resident in another EEA member state, you must enclose documentation from health professionals or other key parties if you are in a special care situation or you, or someone you have special care of, have health limitations.

## Instructions for filling in the form

### Claim for unemployment benefits in the event of temporary lay-off

#### Personal details

Here you must provide all the information necessary for your NAV office to contact you with offers of work or welfare-to-work initiatives and to pay you your unemployment benefit. If you are living temporarily at an address other than the one under which you are registered in the National Population Register, you must provide your current temporary address.

#### Work, etc.

- a) State what you have been doing in the last 12 months. If you have had more than one employer or have been occupied with various things, in some cases, the information will be necessary in order to determine your ordinary working hours. Information about your working hours in the last 12 months must be documented if this is necessary to determine your correct ordinary working hours.
- c) If you receive pay or are entitled to pay from another employer than the one from which you are laid off, you must describe this on a separate sheet.
- d) If you have served compulsory military service for at least three of the previous 12 months, you may be entitled to unemployment benefit pursuant to special rules. Ask NAV for further information.

#### Self-employment

- a) If you run a farm, you must fill out a special statement concerning your employment in form NAV 04-03.03.
- b) To be entitled to unemployment benefit based on hunting at sea or fishing, you must be unemployed after having had work other than hunting at sea or fishing for at least 12 weeks. Documentation of such work must be submitted.

#### Lay-offs

You must enclose:

- The notice of lay-off, which states the reason for the lay-off, the lay-off period and the number of days the employer has a legal obligation to pay wages
- Minutes from negotiation meetings between the employer and the employees, or other corresponding documentation. The minutes or other corresponding documentation must provide information that the employer and employees agree that:
  - the lay-off has justifiable grounds within the framework of the Main Agreement
  - the lay-off is due to lack of work or other circumstances over which the employer has no control
  - the employer has done what could reasonably be required to avoid lay-offs
- A new notice of lay-off must be submitted if the lay-off continues beyond the stated period.
- Employment contracts from all jobs in the last six months must show the fixed weekly working hours. If you have had varying working hours, you must document your working hours in the last twelve months. Or you can fill out form NAV 04-08.03, which is available from your local NAV office or may be printed out from [www.nav.no](http://www.nav.no).

#### Bankruptcy

If you left because of bankruptcy and you have applied to the wage guarantee scheme, you must sign a repayment declaration on form NAV 04-03.07 before your unemployment benefit payments may be advanced.

#### Financial benefits

- a) Sickness benefit is a benefit from the National Insurance to members on sick leave due to sickness or injury and who have a doctor's certificate. You must have previously been in work to be entitled to sickness benefit.
- b) Work assessment allowance is a benefit from the National Insurance to guarantee income in a transition period where, as a result of illness, injury or disability, you have a need for welfare-to-work initiatives, medical treatment or other follow-up from NAV in order to find work.
- c) Disability pension is a benefit from the National Insurance to members who have suffered a permanent reduction in their earning ability or work capacity due to sickness, injury or disability.
- d) and e) Maternity and parental allowance are benefits from the National Insurance to members who prior to a birth or adoption have had pensionable income.
- k) Interim pay is the same as stand-off pay, see letter l) below.
- l) Stand-off pay is a special benefit that may be paid to employees in the public sector who have been dismissed and are not personally to blame for this dismissal. The benefit is relevant in the event of staff reductions.

m) Pay after termination of your employment is money that is fully or partly intended to cover lost income during a period when the employee is not covered by an employment contract and which the employer has previously agreed to pay in writing or verbally. The employer must have undertaken to pay it before the employment relationship is ended. Payments agreed in connection with a termination of employment are not regarded as pay after employment. People receiving pay after termination of employment will be able to receive unemployment benefit to the extent that the unemployment benefit exceeds the pay after termination of employment being received.

o) Payment or other financial benefits from a previous employer include financial benefits of any kind that do not come under any of the other benefits listed in the claim form.

### **Pregnancy-related sickness benefit**

Here you must state the period(s) you have received sickness benefit due to pregnancy-related sickness. Do not state every period of illness during pregnancy. If pregnancy is the cause of the illness, you must state the sickness benefit period (e.g. sickness benefit granted due to pelviolysis).

### **Children**

To be entitled to child supplement, as a general rule, the child must be a member of the Norwegian National Insurance Scheme. As a rule, children resident in Norway are members. For a person to be regarded as resident in Norway, they must have lived in the country for more than one year. People who are out of the country for more than twelve months or more than six months per year in the space of two or more consecutive years are not members of the Norwegian National Insurance Scheme. Under certain circumstances, child supplement may be paid for children resident in the EEA area. If you have dependents resident in another EEA member state, you must document this by submitting certificate SED U006. This is issued by the social security authorities in the country where the child is resident. If you have more than four children, use the field on page 4 for supplementary information. The question of who has care and control of the child should only be answered if the parents do not live together.

### **Genuine jobseeker – can you accept any work?**

To be entitled to unemployment benefit, you must be a genuine jobseeker, registered with NAV and submit an employment status form every 14 days.

You must

- be fit for work
- be available and be able to decide quickly on offers of work or welfare-to-work initiatives
- be able to start work at short notice. If you have children you require care, you must be able to arrange this at short notice
- state your address on a separate form, NAV 95-20.20, if this is different from the address you are registered under in the National Population Register, so that written correspondence from NAV reaches you
- as general rule, be willing to accept any work, which is paid according to tariff or customary rates, anywhere in Norway. You cannot make demands regarding workplace or type of work, so that it is difficult to find work.
- as a general rule, you must be willing to work full-time and part-time. If you have part-time work, you must be willing to leave this in order to accept an offer of full-time employment / more work
- actively seek work yourself. NAV may require that you document agreed job-seeking activity and that you update your CV on [www.nav.no](http://www.nav.no).

Job seekers who are over 60 years old may, if the person concerned wishes, limit themselves to only seeking part-time-work or work in their hometown. NAV may also grant exemptions from the general rule if social considerations associated with health or responsibility for caring for small children or close relatives requiring care so dictate. If you limit yourself with respect to working hours or place of work, NAV must approve this before unemployment benefit may be granted.

### **Education**

If you are studying at an educational institute or on your own, NAV must approve that your studying is compatible with an entitlement to unemployment benefit. You must apply on a separate form, NAV 04-06.05, for approval to study with entitlement to unemployment benefit. As a general rule, if you are a student you will not be entitled to unemployment benefit.

### **Signature**

By signing the claim form you confirm that you are also familiar with the regulations regarding unemployment benefit and that you have provide correct and complete information.



Til (arbeidsgiver): \_\_\_\_\_

Adresse: \_\_\_\_\_

### Bekreftelse på permitteringsårsak

Jeg er permittert fra arbeidsforholdet hos dere, og har derfor registrert meg som dagpengesøker hos NAV. For å kunne behandle søknaden min, og for å kunne beregne arbeidsgivers lønnspliktperiode, må NAV ha nøyaktige opplysninger om arbeidsforholdet og permitteringsårsaken. Jeg ber om at skjemaet returneres til meg i ferdig utfylt stand, så fort som mulig. Jeg får ikke dagpenger før dette foreligger, og jeg risikerer forsinkelser hvis dere ikke gir fullstendige opplysninger.

Arbeidstakerens

navn: \_\_\_\_\_ Fødselsnr: \_\_\_\_\_

Adresse: \_\_\_\_\_

Postnr: \_\_\_\_\_ Sted: \_\_\_\_\_

Sted: \_\_\_\_\_ Dato: \_\_\_\_\_

Arbeidstakerens underskrift: \_\_\_\_\_

### Arbeidsgiveren fyller ut resten av skjemaet

#### Om arbeidsforholdet

Arbeidsgiverens organisasjonsnummer og evt. bedriftsnummer: \_\_\_\_\_

Arbeidstakeren tiltrådte: \_\_\_\_\_

Stillingstype:  Fast stilling  Vikariat/tilkalling/ekstrahjelp/

Annet, spesifiser: \_\_\_\_\_

Stillingens størrelse / arbeidstid pr. uke: \_\_\_\_\_

Har arbeidstakeren hatt avtale om fast ukentlig arbeidstid i minst 6 måneder før og til sluttdato?

Nei  Ja, antall timer pr. uke: \_\_\_\_\_

Dersom arbeidstakeren ikke har hatt fast ukentlig arbeidstid de siste 6 måneder må det gis nærmere opplysninger i skjemaet på neste side. Dette er ikke nødvendig dersom arbeidstakeren har hatt fast ukentlig arbeidstid i minst 6 måneder før og til sluttdato.

Fordi stønadssøkerens vanlige arbeidstid skal fastsettes, må arbeidede timer i løpet av de siste 52 uker oppgis. Uker med sykefravær og ferie med lønn skal føres opp med den arbeidstid vedkommende hadde på det aktuelle tidspunkt.

Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
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Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
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Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
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Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	
Uke		ant arb. Timer		Uke		ant arb. timer		Uke		ant arb. timer	

Er det i løpet av de tre siste avsluttede kalenderår utbetalt sykepenger som lønn (kode 111-A)?

Nei

Ja, i tidsrommet \_\_\_\_\_

Beløp: \_\_\_\_\_

Er ferie avvirket?  Ja  Nei Når skal ferie eventuelt avvikles? \_\_\_\_\_

Har arbeidstakeren friperioder grunnet turnus, opptjent avspasering eller lignende som skal avvikles før perioden med permittering starter?

Nei  Ja, oppgi fri- eller avspaseringsperioder:

## Alternativ 1 – dokumentert enighet

Arbeidsgiveren skal bare bruke denne delen av skjemaet dersom det foreligger dokumentert enighet. Hvis det ikke foreligger enighet, skal alternativ 2 brukes (se neste side).

Tre av vilkårene for dagpenger under permittering, er at:

- det er saklig grunn for permitteringen,
- permitteringen skyldes mangel på arbeid eller andre forhold arbeidsgiver ikke kan påvirke, og
- arbeidsgiver har gjort det som med rimelighet kan forventes for å unngå permitteringen.

Hvis partene er enige om at disse tre vilkårene er oppfylt, vil NAV som hovedregel godta det. Det må tydelig fremgå av dokumentasjonen at det er oppnådd enighet om hvert av de tre punktene.

En slik enighet skal fremgå av protokoll eller annen tilsvarende skriftlig dokumentasjon fra møte mellom partene, og arbeidsgiver har plikt til å gi NAV kopi.

Dokumentasjon er vedlagt:  Ja  Nei

Har arbeidsgiveren tapt lisens, bevilgning, bevilling, tillatelse eller liknende før permitteringen?

Nei  Ja, hva? \_\_\_\_\_

Har den permitterte tapt lisens, bevilgning, bevilling, tillatelse eller liknende før permitteringen?

Nei  Ja, hva? \_\_\_\_\_

### Arbeidsgiverens bekreftelse på at opplysningene er riktige

Kontaktperson ved bedriften: \_\_\_\_\_

Tlf.: \_\_\_\_\_

Sted og dato: \_\_\_\_\_

Arbeidsgiverens underskrift: \_\_\_\_\_

Skjemaet bes snarest returnert i undertegnet stand til adressen arbeidstakeren har opplyst om. Legg ved kopi av skriftlig arbeidsavtale, permitteringsvarsel og protokoll fra møte om permitteringen med de ansatte, eller annen tilsvarende skriftlig dokumentasjon, jf. folketrygdloven § 21-4 om arbeidsgivers opplysningsplikt.



### Nærmere om virksomheten

Virksomhetens etableringsdato: \_\_\_\_\_

Tilbyr virksomheten kun arbeid i deler av året?

Nei  Ja, spesifiser: \_\_\_\_\_

Drives virksomheten på flere steder i landet?

Nei  Ja, oppgi hvor: \_\_\_\_\_

Antall ansatte i virksomheten da permitteringen ble iverksatt: \_\_\_\_\_

Faste: \_\_\_\_\_ Midlertidige: \_\_\_\_\_ Antall ansatte som er permittert: \_\_\_\_\_

Har virksomheten tidligere permittert?

Nei  Ja, sist gang fra og med: \_\_\_\_\_ til og med: \_\_\_\_\_

Dersom ja, hva var bakgrunnen for tidligere permittering(-er)?

### Om permitteringen

Permitteringsvarsel ble gitt/sendt (dato): \_\_\_\_\_

Permitteringsperiode fra og med: \_\_\_\_\_ til og med: \_\_\_\_\_

Lønnspliktperiode fra dato: \_\_\_\_\_

Lønn utbetales (inkl. lønnspliktperiode) til og med (dato): \_\_\_\_\_

Ved delvis permittering, oppgi ny arbeidstid per uke: \_\_\_\_\_ Fra og med dato: \_\_\_\_\_

Ved delvis permittering, oppgi hvor mange prosent den ansatte er permittert: \_\_\_\_\_

Har arbeidstakeren fått tilbud om annet arbeid i virksomheten?  Ja  Nei

## Alternativ 2 – ikke dokumentert enighet

Dersom det ikke er oppnådd enighet om permitteringen må det gis fullstendige opplysninger om permitteringen. Arbeidsgiveren må da besvare alle spørsmålene nedenfor.

Partene har ikke oppnådd enighet om at:

- det er saklig grunn for permitteringen,
- permitteringen skyldes mangel på arbeid eller andre forhold arbeidsgiver ikke kan påvirke, og
- arbeidsgiver har gjort det som med rimelighet kan forventes for å unngå permitteringen.

NAV må derfor ha nærmere opplysninger for å kunne vurdere om permitteringsårsaken fyller kravene i folketrygdloven § 4-7.

Skyldes permitteringen forhold internt i virksomheten?

Nei  Ja, beskriv nærmere:

Skyldes permitteringen endringer i bransjen/markedet som virksomheten opererer innenfor?

Ja  Nei

Hva er virksomhetens beskrivelse av årsaken til mangel på arbeid/sysselsetningsmulighet? (Hva mener bedriften er grunnen til manglende oppdrag eller etterspørsel etter virksomhetens produkter?)

Beskriv eventuelle andre forhold som har forårsaket permitteringen:

Hvis det er flere forhold som fører til permitteringen, hvilken vekt tillegger virksomheten de ulike permitteringsårsakene?

Når ble virksomheten oppmerksom på de aktuelle forholdene/endingene som er årsaken til permitteringen?

Har de aktuelle endingene pågått over tid? \_\_\_\_\_

Hvilke tiltak er iverksatt for å unngå permitteringen?

Når ble tiltakene iverksatt? \_\_\_\_\_

Når antar dere at permitteringssituasjonen vil opphøre? \_\_\_\_\_

Hvorfor tror dere at permitteringen vil opphøre på dette tidspunktet?

**Arbeidsgiverens bekreftelse på at opplysningene er riktige**

Kontaktperson ved bedriften: \_\_\_\_\_

Tlf.: \_\_\_\_\_

Sted og dato: \_\_\_\_\_

Arbeidsgiverens underskrift: \_\_\_\_\_

Skjemaet bes snarest returnert i undertegnet stand til adressen arbeidstakeren har opplyst om. Legg ved kopi av skriftlig arbeidsavtale, permitteringsvarsel og protokoll fra møte om permitteringen med de ansatte, eller annen tilsvarende skriftlig dokumentasjon, jf. folketrygdloven § 21-4 om arbeidsgivers opplysningsplikt.



## Egenerklærings skjema for fastsettelse av grensearbeiderstatus

### 1. Personopplysninger

Etternavn	Fornavn	Fødselsnummer
Statsborgerskap	Fødested	

### 2. Hvilket land har du arbeidet i og hva har du arbeidet med?

--

### 3. Arbeidsforhold

Hvilken type av arbeid/sysselsetting hadde du?		
Selvstendig næringsdrivende	F.o.m.	T.o.m.
Rotasjonsarbeid	F.o.m.	T.o.m.
Heltid                      Deltid	Hvordan var rotasjonsordningen? Beskriv.	
Arbeidstid pr uke		
Legg ved dokumentasjon av arbeidsavtalen		

### 4. Bostedsland

Hva var ditt bostedsland mens du arbeidet i Norge?	Hva er adressen i ditt bostedsland?
Har du leiet bosted i Norge (har kontrakt)?	Har du under arbeidsperioden i Norge beholdt bostedet i ditt bostedsland?
Ja                      Nei	Ja                      Nei

### 5. Hjemreiser

Har du regelmessig reist hjem til ditt bostedsland mens du arbeidet i Norge?	En gang i uken eller oftere?	Sjeldnere, hvor ofte?
Nei                      Ja	Ja                      Nei	

### 6. Dato og underskrift

Dato	Underskrift