

Registration form for staffing enterprises

Cf. Regulations of 4 June 2008 no. 541 relating to staffing enterprises, Section 5

Registering enterprise		
Enterprise name		
Address	Postcode	City
Country	Organisation no.	
Form of enterprise:		
<input type="checkbox"/> Private limited company, registered in Norway <input type="checkbox"/> Public limited company, registered in Norway <input type="checkbox"/> Public or private limited company, registered in another EEA country <input type="checkbox"/> Other – please specify:		
<input type="checkbox"/> By checking this box the registering enterprise confirms being registered in the Register of Business Enterprises and with the Norwegian tax authorities		

Name of the foreign enterprise's permanent representative in Norway		
Foreign enterprises that do not have a permanent or registered office in Norway, must provide information on the name and address of their permanent representative in Norway		
The permanent representative is the same person as the person registered as the enterprise's contact in the Register of Business Enterprises		<input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent representative (if this person is different from the person listed in the Register of Business Enterprises)		
Address (home or permanent office address in Norway)	Postcode	City

Enclosed documentation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Guarantee from a bank or insurance company (applies to staffing enterprises not registered as public or private limited companies, as well as enterprises registered in countries outside the EEA – cf. Item 3 in the instructions).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation that the enterprise is registered as a public or private limited company or similar form of enterprise in another EEA country (applies to foreign enterprises – cf. Item 2 in the instructions).

Signature		
The below signature confirms that the information contained herein is correct.		
General Manager		
Place	Date	Signature (General Manager)

Instructions for correct registration of staffing enterprises

This registration form applies to staffing enterprises engaged in the hiring out of labour in Norway.

The form is to be sent to:

The Norwegian Labour Inspection Authority
Statens hus
7468 TRONDHEIM
NORWAY

Mark your envelope: "Bemanningsforetak – Staffing Enterprise"

Who needs to register

All staffing enterprises who wish to engage in activities in Norway must register.

Requirements for becoming an accredited staffing enterprise:

1. Enterprises registered as AS or ASA companies in Norway (Norwegian enterprises)

Staffing enterprises must be registered as a public or private limited company in Norway, pursuant to Section 2 of the regulations. The enterprise must be registered with the Register of Business Enterprises and with Norwegian tax authorities. For an enterprise to be properly registered with Norwegian tax authorities, it needs to be registered as an employer with the tax collection authority. An enterprise can be registered as an employer by submitting a coordinated registration form to the Register of Business Enterprises, checking the appropriate box in Item 3.3, registering the enterprise as having employees. The Norwegian Labour Inspection Authority will check the information with information found in the Register of Business Enterprises.

2. Enterprises registered in another EEA country (foreign enterprises)

Staffing enterprises registered as public or private limited companies or other, similar forms of enterprises in another EEA country, will have met the requirements for operating in Norway. The enterprise needs to provide documentation of said registration, if this is not clear from the available information found in the Register of Business Enterprises. In addition to registering in the Register of Business Enterprises, the enterprise must also be registered as an employer with the tax collection authority, cf. Item 1 above.

3. Other enterprises registered outside the EEA / Norwegian and foreign enterprises that are not public or private limited companies

Staffing enterprises that are not registered as public or private limited companies, and enterprises registered outside the EEA, will, in order to be able to operate in Norway, have to provide security, in the form of a guarantee from a bank or insurance company, for equity in an amount equivalent to the equity requirement for public or private limited companies, as established in the Acts of 13 June 1997, no. 44 and no. 45. Currently, this amount is NOK 1 million / NOK 100,000, respectively. Documentation for said security must be enclosed with the registration form.

In addition, the enterprise must be registered in the Register of Business Enterprises, and also as an employer with the tax collection authority, cf. Item 1 above.

Permanent representative

Foreign enterprises that do not have a permanent or registered office in Norway must also provide information on the name and address of their permanent representative in Norway.

Annual report

Registered staffing enterprises must, by 31 January every year, report to the Norwegian Labour Inspection Authority and confirm that they still meet the requirements for operating as a staffing enterprise in Norway.

Enterprises that do not report still meeting these requirements will be deleted from the register of staffing enterprises. Prior to being deleted from the register, enterprises will receive a notice of this fact, and they will be given a three-week period to comply with the requirements.

The Norwegian Labour Inspection Authority will verify all reported information by comparing it with information found in the Register of Business Enterprises
