

Submission of documents by the Contractor for construction sites in Germany

Key for the abbreviations in the tables below:

- **WC** = Work Contract
- **CSW** = Contract for the supply of works
- **SC** = Sales Contract
- **CP** = Contracting Party
- **CN** = Contractor

		WC	CSW	SC
1.	CN based in Germany			
1.1	Copy of the certificate of registration in the register of qualified craftsmen (craftsman's card), <u>provided that</u> the CN is engaged in an activity requiring authorisation according to Annex A of the Crafts Code	✓	✓	✓
1.2	Copy of trade license	✓	✓	✓
1.3	VAT ID	✓	✓	✓
1.4	Health insurance clearance certificate	✓	✓	✗
1.5	BG Bau clearance certificate	✓	✓	✗
1.6	Certificate of exemption from liability issued by SOKA-BAU (ULAK) or another social insurance scheme institution responsible for the Contractor concerning the correct participation in construction industry social insurance schemes	✓	✓	✗
1.7	Risk assessment for the services to be performed by the Contractor on the Contracting Party's construction site according to Sec. 5 German Occupational Safety and Health Act (ArbSchG)	✓	✗	✗
1.8	Proof of the existence of a business liability insurance policy with the cover amounts agreed in Sec. 12 Subcontractor Contract	✓	✓	✓

		WC	CSW	SC
2.	CN based in a EU/EEA member state			
2.1	Registration certificate from the Chamber of Crafts <u>for</u> skilled crafts and trades subject to approval in accordance with Annex A to the Crafts Code	✓	✗	✗
2.2	Copy of the trade license, <u>provided that</u> the CN operates a branch or dependent branch in Germany	✓	✗	✗
2.3	VAT ID	✓	✓	✓
2.4	Copies of the ID cards (identity card or passport) for all workers employed by the CN who are deployed on the CP's construction site <u>and</u> a copy of the Van der Elst visas for workers who are nationals of non-EU countries	✓	✗	✗
2.5	Copies of the A1 certificates concerning the application of the social security legislation (posting certificate) for all workers employed by the CN who are employed on the CP's construction site	✓	✗	✗
2.6	Copies of the European Health Insurance Cards (EHIC) of all workers employed by the CN who are deployed on the CP's construction site	✓	✗	✗
2.7	Proof of the CN'S membership of SOKA BAU <u>such as</u> a current SOKA-BAU certificate of correct participation in the holiday savings scheme (ULAK scheme) <u>or</u> proof from SOKA Bau of exemption from membership or participation in the ULAK scheme	✓	✗	✗

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2.8	Authorisation to obtain information from SOKA-Bau (ULAK) provided that exemption from participating in the ULAK scheme does not apply (Model D - http://ganter-group.com/en/gtc/)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Copy of the notification concerning all workers employed by the CN to be deployed on the CP's construction site over the minimum wages reporting portal of the German customs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Copies of the employment contracts or an addendum to the employment contracts for the period of employment in Germany of all workers employed by the CN who are employed on the CP's construction site; Please note: these must be available in the language of the CN's country of origin as well as German, and both language versions must be signed by the CN and the respective employee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Confirmation of the authorisation to deliver for a person resident in Germany and fluent in the German language (both written and spoken) provided that the CN has no branch office in Germany (Model E - http://ganter-group.com/en/gtc/)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	Risk assessment for the services to be performed by the CN on the CP's construction site according to Sec. 5 German Occupational Safety and Health Act (ArbSchG)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13	Proof of the existence of a business liability insurance policy with the cover amounts agreed in Sec. 12 Subcontractor Contract and confirmation from the liability insurer that the insurer is also liable for damage claims in Germany	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

		WC	CSW	SC
3.	CN based in a country outside the EU/EEA			
3.1	Copy of the certificate of registration in the register of qualified craftsmen (craftsman's card), provided that the CN is engaged in an activity requiring authorisation according to Annex A of the Crafts Code (CC) or copy of the CN's entry in the Chamber of Craft's list of company owners, provided that they carry out an activity that is not subject to approval according to Annexes B1 or B2 to the CC (HwO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Copy of the trade license, provided that the CN operates a branch or dependent branch in Germany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Copies of the ID cards (identity card or passport) for all workers employed by the CN who are deployed and copies of the work contract employee cards from the Federal Employment Agency in Stuttgart for all workers employed by the CN who are to be deployed and copies of the visas according to Sec. § 29 Employment Ordinance (BeschV) for all workers employed by the CN who are to be deployed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Certificates for all workers employed by the CN who are deployed on the CP's construction site showing they have correct pension, accident and health insurance cover in the CN's country of origin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Proof of the CN's membership of SOKA BAU such as a current SOKA-BAU certificate of correct participation in the holiday savings scheme (ULAK scheme) or proof from SOKA Bau of exemption from membership or participation in the ULAK scheme	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Authorisation to obtain information from SOKA-Bau (ULAK) provided that exemption from participating in the ULAK scheme does not exist (Model D - http://ganter-group.com/en/gtc/)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Copy of the notification concerning all workers employed by the CN to be deployed on the CP's construction site over the minimum wages reporting portal of the German customs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Copies of the employment contracts or an addendum to the employment contracts for the period of employment in Germany of all workers employed by the CN who are employed on the CP's construction site; Please note: these must be available in the language of the CN's	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	country of origin as well as German, and both language versions must be signed by the CN and the respective employee.			
3.9	Confirmation of the authorisation to deliver for a person resident in Germany and fluent in the German language (both written and spoken) <u>provided that</u> the CN has no branch office in Germany (Model E - http://ganter-group.com/en/gtc/)	✓	✗	✗
3.9	Risk assessment for the services to be performed by the CN on the CP's construction site according to Sec. 5 German Occupational Safety and Health Act (ArbSchG)	✓	✗	✗
3.10	Proof of the existence of a business liability insurance policy with the cover amounts agreed in Sec. 12 Subcontractor Contract <u>and</u> confirmation from the liability insurer that the insurer is also liable for damage claims in Germany	✓	✓	✓