



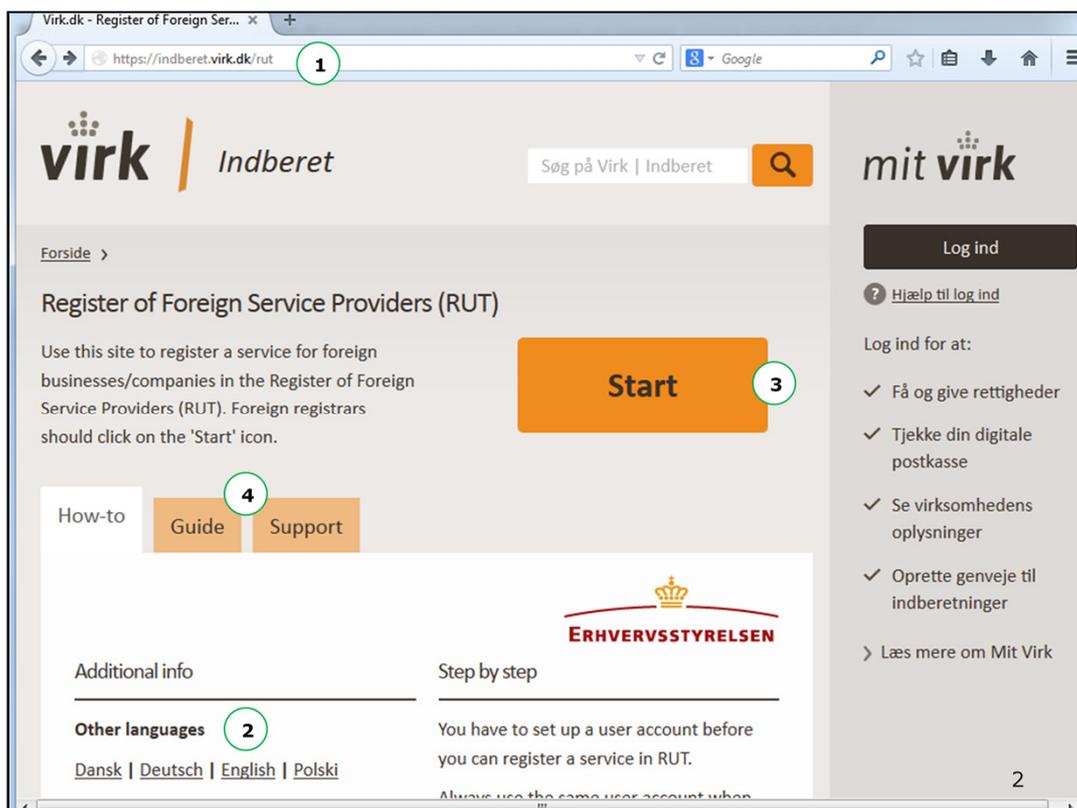
How and what to notify in the Register of Foreign Service Providers (RUT)

Ready to do business in Denmark?
Seminar by Business in Denmark 21 October 2014

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The Danish Business Authority

If your company is providing temporary services in Denmark, this must be notified to the Register of Foreign Service Providers – Registret for Udenlandske Tjenesteydere (RUT). The rules apply both for foreign companies that post employees in Denmark and for sole trader business. The Ministry of Employment has the overall responsibility about the rules that regulates the RUT-register. The Danish Business is subject to establish a register within the scope The Ministry of Employment has given. This presentation will help you with how and what to notify.

Please note that this presentation and following screenshots are subject to current rules and regulations of 21 October 2014 and the Danish Business Authority reserves the right to change the design and layout.



- 1: Three entries: www.rut.dk, www.virk.dk/rut and indberet.virk.dk/rut
- 2: Four different languages: Dansk, Deutsch, English and Polski
- 3: Login via the orange start-button
- 4: For more information see "Guide" and "Support"

Virk.dk - Register of Foreign Ser... x Log-in for foreign users x +

https://erst.virk.dk/simple-idp/security/login

virk.dk

Log-in for foreign users

Email address (user name)

E-mail address (user name)

Password

Password

[Forgot your password?](#) **2**

Log in

Do you have a user account?
[Create user](#) **1**

3

1: If you don't already have an user account, please create a user, if you already have a user account go straight to slide no. 7 after succesful login.

2: If "User name and password do not match", please go to "Forgot your password?" where you enter your email adress to set up a new password for your user account – then you will recieve an email with a link to reset your password.

For support, call +45 7220 0036

vir.k.dk

Create user account

Email address (user name) *

Email address (user name) *

Name *

Date of birth

Preferred language

Password *

Password *

Enter CAPTCHA

Solemn declaration

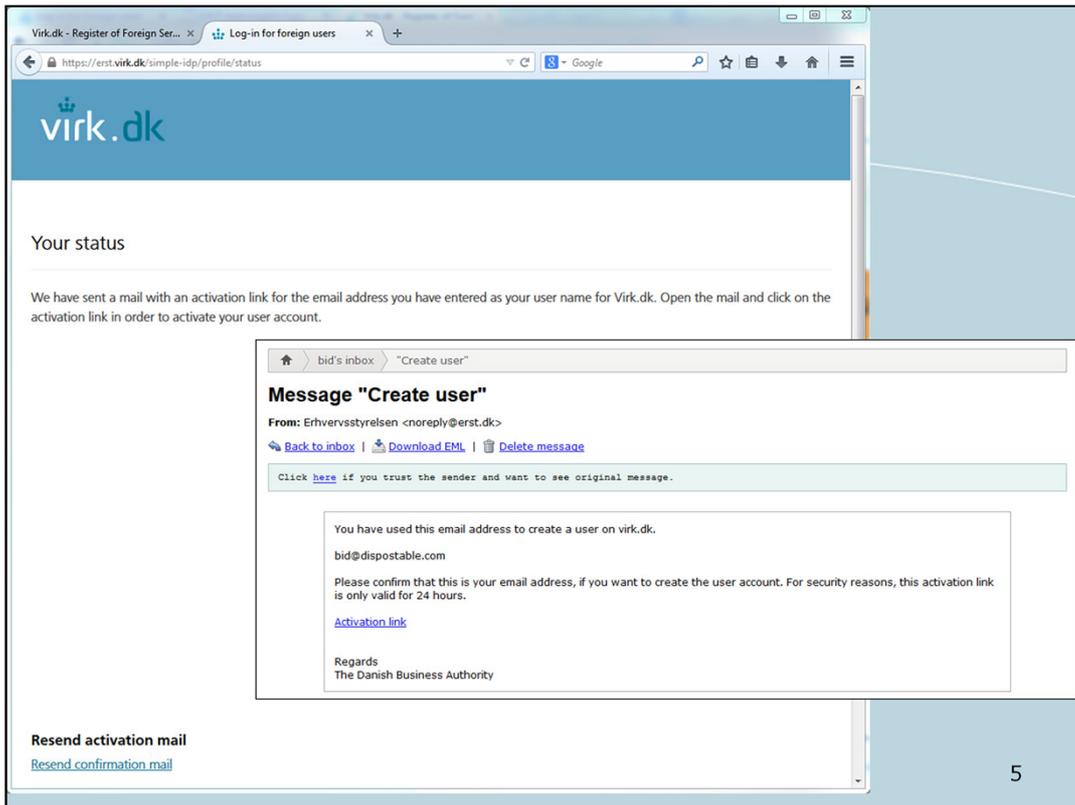
I hereby declare that the information above is correct

Create user account Cancel

4

Create user account

For security reasons you have to write both email address (user name) and password twice (yes – you have to repeat it).

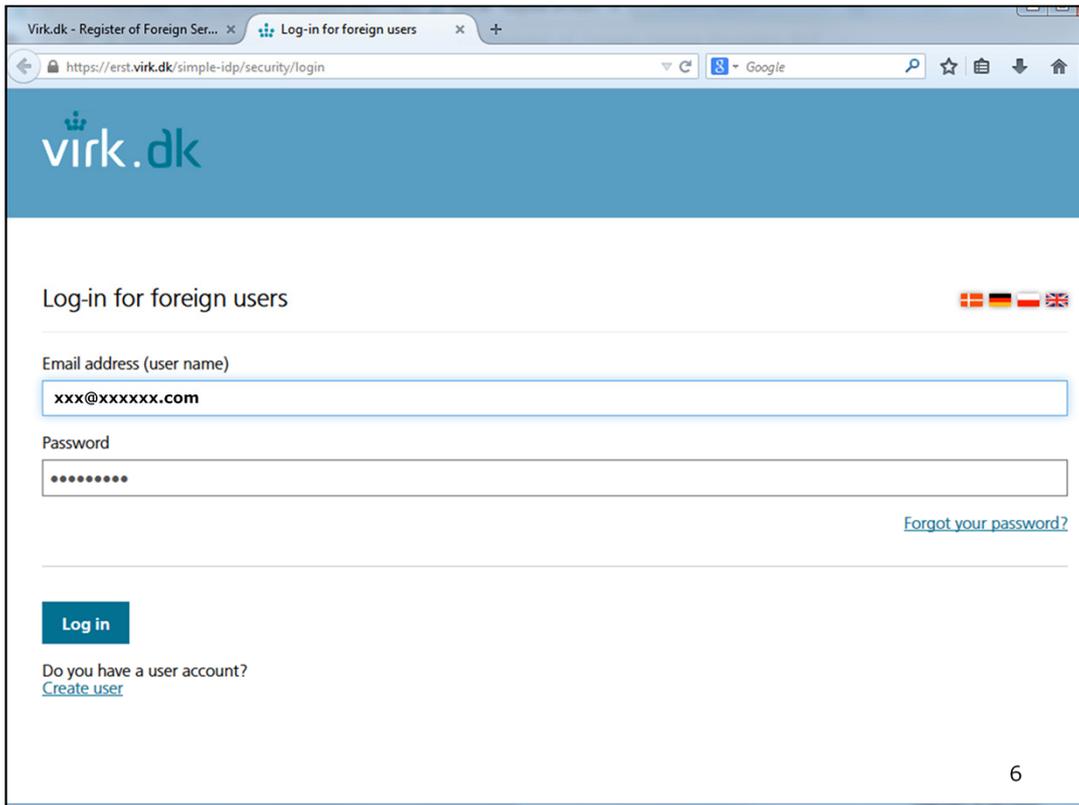


Create user account

Next go to your email-inbox where you within a few minutes will receive an e-mail with the subject "Create user"-

Please follow the "Activation link".

For support, call +45 7220 0036



Please log in with your new user account (email adress and password)
For support, call +45 7220 0036

https://erst.virk.dk/rut3/betingelser/index?formularid=30362&idp=ssiRealm&lang=en

virk.dk

BID Test
bid@dispostable.com
[Edit user profile](#)

Log out

Register of Foreign Service Providers (RUT) FAQ > Contact us: +45 72 20 00 36

Services Companies Persons Workplaces

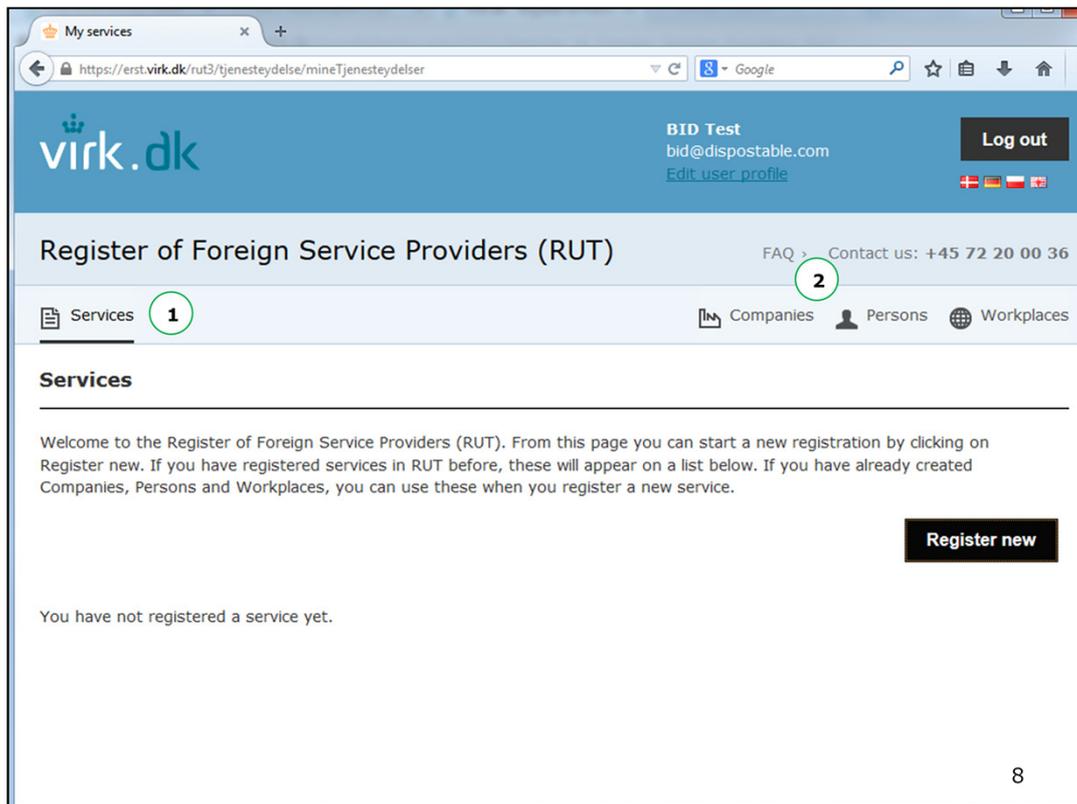
Conditions of use

1. Registration of information in the Register of Foreign Service Providers (RUT) is subject to the relevant acts and executive orders, including regulations on electronic registration. Registering incorrect or misleading information with the Danish Business Authority can lead to criminal liability.
2. By registering information in RUT, you confirm and declare that you are the owner of the foreign business/company, the Danish contact person, or another person authorised by the business/company who can submit information to the register as well as changes in information already registered.
3. You are liable in all circumstances for the use, and misuse you make of RUT with your password or digital signature/NemID. Therefore, as the registering person, you are liable for the correctness of information registered.
4. If the Danish Business Authority has reason to suspect that misuse of the solution has occurred or will occur, the Authority can close the user's access to the solution with immediate effect.

Acceptance
 I accept the conditions of use

Next > 7

In order to continue you have to declare that the information given to us is correct and that you are who you are. Registering incorrect or misleading information can be punished.



1: This is the starting page. If you have not registered any services yet, it would look as above. If you already have registered services, you will see a "List of services", where you can find and search for your own already registered services, both active, future-planned and completed. You can also load draft(s), edit services or "show" services in order to see/print confirmation of a registration of foreign service

One service includes information about one company, one or more persons and one or more workplaces – all combined with a period of time.

2: You can choose to create and save your company (see slide 9), person(s)(see slide 10) or workplace(s)(see slide 10) on beforehand - creating a list of master data, which you can edit and go back to later on. This master data you can choose from when you are registering a service. It is also possible to create these master data during the flow of the registration of a service.

My companies - RUT
 https://erst.virk.dk/rut3/virksomhed/mineVirksomheder

virksomhed **Log out**

Create new company/business

Information about the business/company in home country

Name of company *
 Registered name of the company in home country

Street *
 Registered address of the company/business in home country

Street (extra)
 Street (extra)

Post code *
 Town / Place name *
 Region
 Country *
 Choose country
 Home country of business/company

Contact information for the company

Country code * Telephone no. *
 E.g. +00

E-mail *
 Email address of the company/business

Sector code
 Choose a sector code *
 Choose sector code
 List of sector codes

VAT registration
 Does the company have a VAT no. in its home country? *
 Yes
 No

Company registration
 The registrationnumber of the company/business in its home country
 The authority for the registration

Company registration in Denmark
 CVR no./SE no.
 If the company is registered in Denmark, it will have a CVR no. or an SE no.

Create new company/business

The red star indicates that information is mandatory

vir.dk

Register of F...

Services

Persons

You can add the people, change the information by clicking on Remove, or is an inspection at the...

You have not added a...

Create new person

First and second names *

Surname *

Gender *

Male

Female

Nationality *

Choose country

Select nationality of the person from the list

Type of ID *

Choose ID type

Type of ID, e.g. passport, visa or ID card

Date of birth *

Use calendar or write date of birth yyyy-mm-dd

Date of birth *

Use calendar or write date of birth yyyy-mm-dd

Mobile telephone no.

Country code Telephone no.

E.g.45 Enter a mobile number if the person is to be a contact person

Email

Enter an email address if the person is to be a contact person

Documentation

A1 certificate (certificate on home country's legislation on social security)

Would you like to upload an A1 certificate?

Yes

No

An A1 certificate confirms that an employee working in a foreign country is entitled to social security from his/her home country. For more information, please go to this website: [Your Europe](#)

Declaration of qualifications

Would you like to upload a declaration of qualifications?

Yes

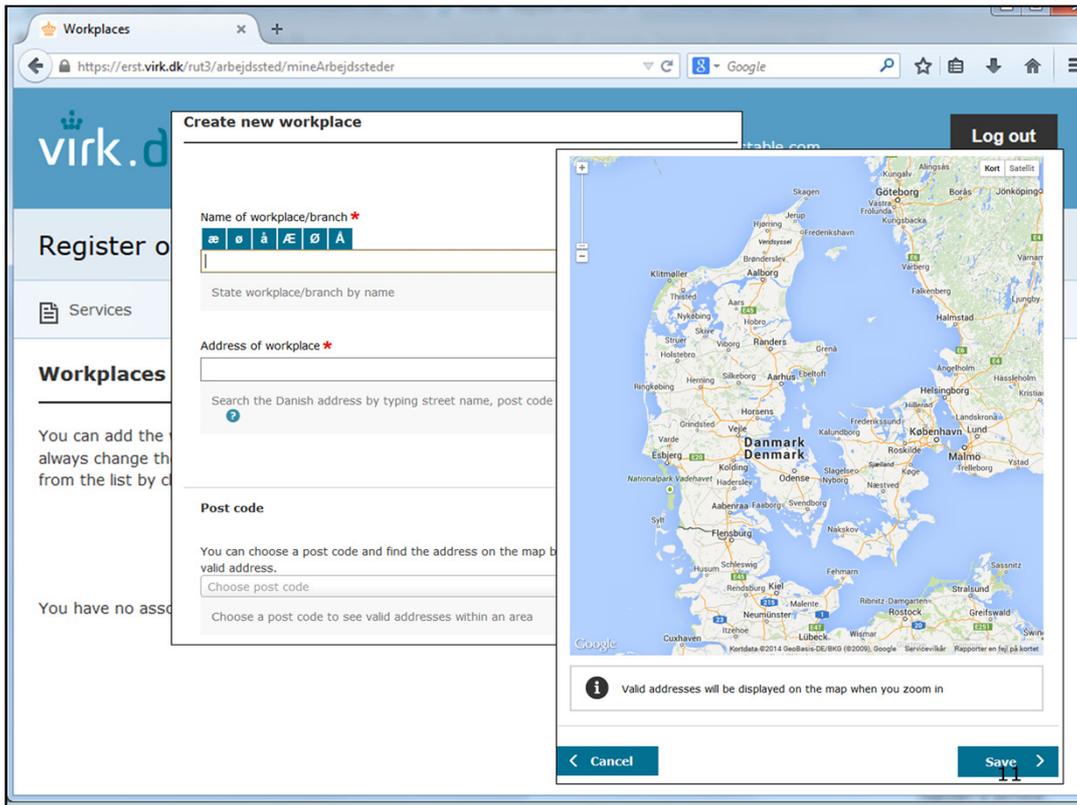
No

Some occupations require special qualifications in Denmark. There is a list of occupations regulated by Danish law at the [Ministry of Science, Innovation and Higher Education](#).

< Cancel Save >

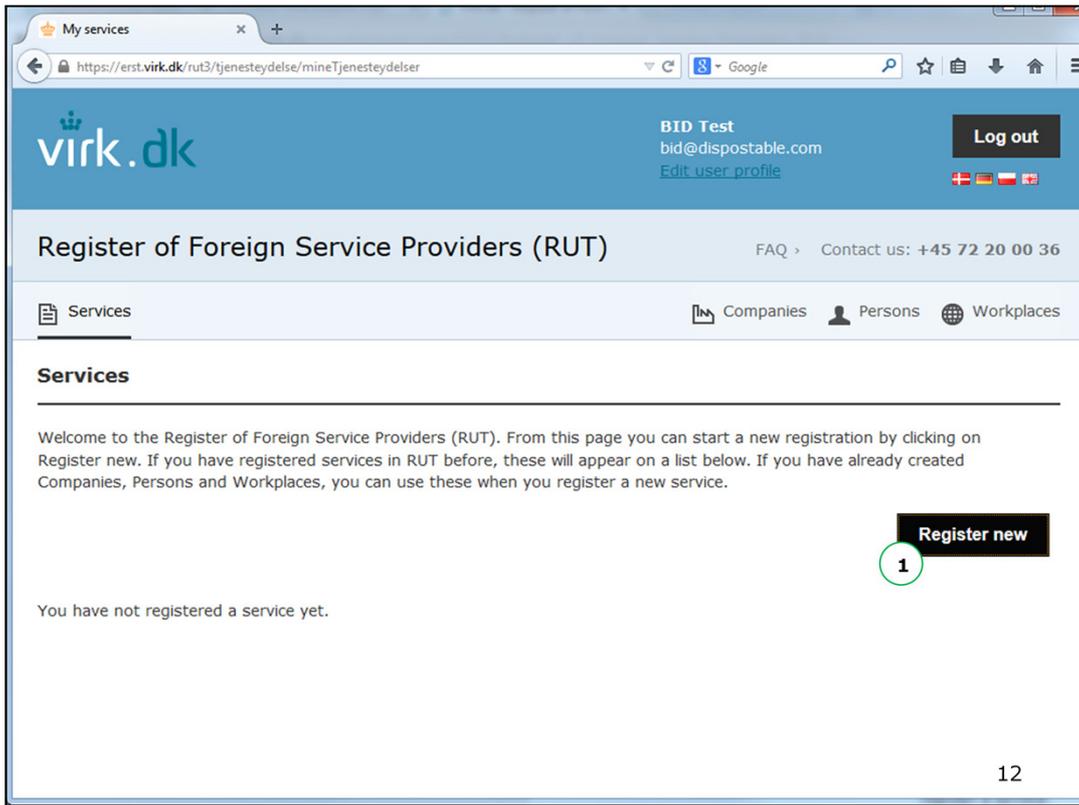
Create new person

The red star indicates that information is mandatory



Create new workplace

The red star indicates that information is mandatory



1: Register a new service and start the 4-step flow.

What foreign company is to perform the work?

Add the foreign company which is to perform work in Denmark.

Create new or choose previously created company/business *

Create or choose business/company

The list contains the businesses/companies you have already created

What sectors are you working in?

Select a sector code from the list below which describes the business/company in Denmark.

List of sector codes *

Choose sector code

Search in list of sector codes

When will the work be carried out?

Select the total period for the work in Denmark.

Start date *

Enter the first working day in Denmark for the company/business using the format dd-mm-yyyy

End date *

State the last day the enterprise will be working in Denmark

What is the name of the service?

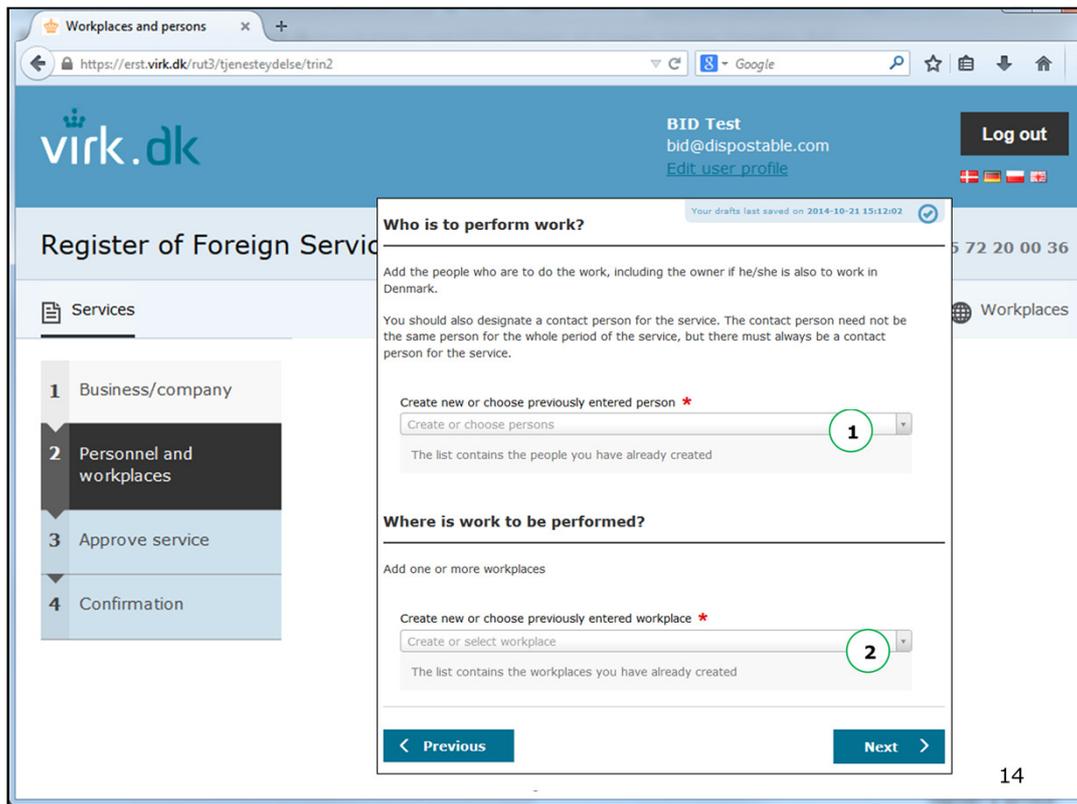
Please give services a name of your own choice so that you can find them easily at a later time.

Name of service

Next >

Step 1 Business/company

- 1: Click the drop down menu in order to create a new or choose between your already created master data (company/business)
- 2: Select the total period for the work in Denmark. You can use the pointers/arrows to choose a different month



Step 2 Personnel and workplaces

- 1: Click the drop down menu in order to create a new or choose between your already created master data (persons)
- 2: Click the drop down menu in order to create a new or choose between your already created master data (workplace)

Summary x +
 https://erst.virk.dk/rut3/tjenestedydelse/trin3

vir.dk

Register of Foreign Services

Services

- 1 Business/company
- 2 Personnel and workplaces
- 3 **Approve service**
- 4 Confirmation

Approve input information Your drafts last saved on 2014-10-21 15:17:24

1. Business/company and service Edit

Business/company

RUT no.: R0013361	VAT no.: DE123456789
Name of company: Bid Construction	Place and VAT registration: SKAT
Address: Bidski Street 123, 2100 Bidski Town	Registration no.: 123456789
Country: Germany	Place of registration: ERST
Telephone number: +45 12345678	Business reg. no. (CVR / SE no.): Not stated
Email: bid@dispostable.com	Sector code: 42.11 - Construction of roads and motorways

Period

Sector code: 41.20 - Construction of residential and non-residential buildings	Start date: 2014-10-21
	End date: 2014-11-30

2. Personnel and workplaces Edit

Persons

Name: Camilla Moberg	Start date: 2014-10-21
Gender: Female	End date: 2014-11-30
Country: Germany	A1 certificate submitted: Yes
Identification Passport (12345XXXX)	Declaration of qualifications submitted: No
Date of birth: 1984-01-01	

Contact persons

Name: Camilla Moberg	Contact from: 2014-10-21
Mobile phone no.: 45 12345678	Contact to: 2014-11-30
Email: cambuc@cambuc.dk	

Workplaces

Name: Erhvervsstyrelsen	Start date: 2014-10-21
Address: Langelinie Allé 17	End date: 2014-11-30
2100 København Ø	No. persons: 1

I confirm that the information stated is correct * 1

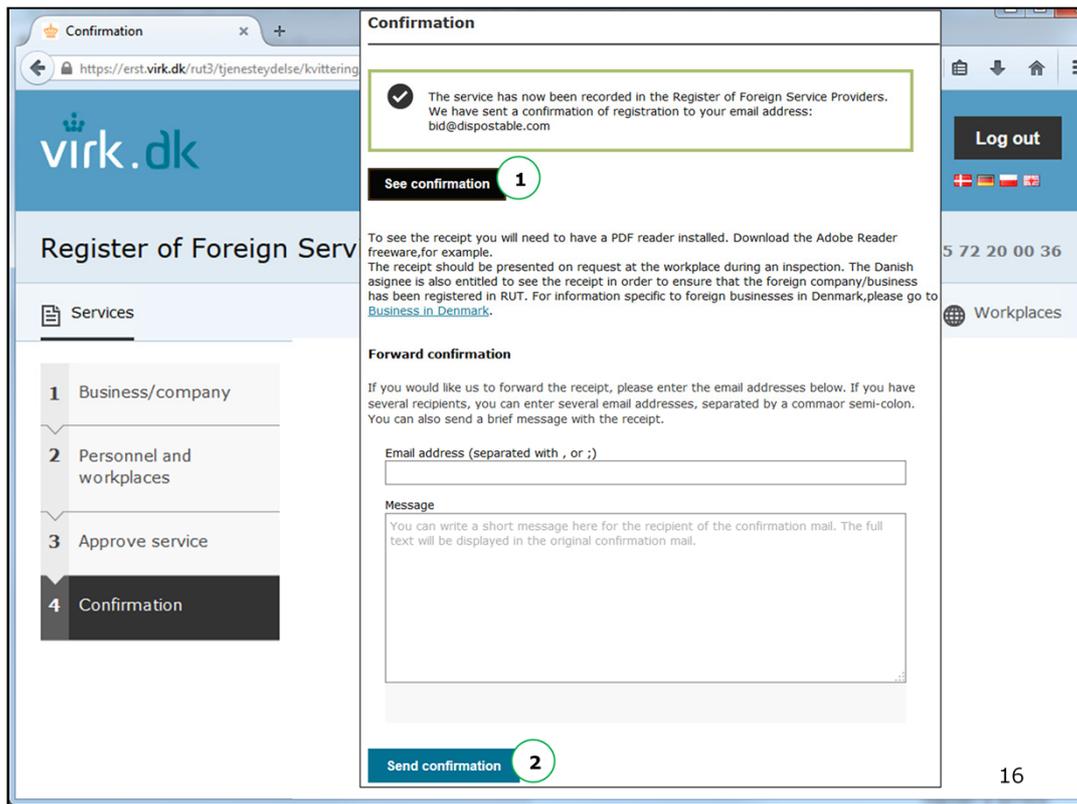
< Previous Approve >

Log out
 5 72 20 00 36
 Workplaces

15

Step 3 Approve service

1: You need to confirm that the information stated is correct in order to register a service and in order to generate/create a confirmation of registration of foreign service. Then approve.



Step 4 Confirmation

1: You can see/download and print your confirmation of registration of foreign service (also see slide 17)

2: You can send/forward your confirmation of registration of foreign service to an e-mail

Confirmation of registration of foreign service

The Danish Business Authority confirms that the service below has been registered in the Register of Foreign Service Providers. This confirmation must be presented on request and is the business/companys documentation for information on employees stationed in Denmark.

Service has been registered 2014-10-21 15:21

Service updated most recently 2014-10-21 15:21

BUSINESS/COMPANY

RUT no.:	R0013361	VAT no.:	DE123456789
Name of company:	Bid Construction	Place and VAT registration:	SKAT
Address:	Bidski Street 123, 2100 Bidski Town	Registration no.:	123456789
Country:	Germany	Place of registration:	ERST
Telephone number:	+45 12345678	Business reg. no. (CVR / Not stated SE no.):	
Email:	bid@dispostable.com	Sector code	42.11 - Construction of roads and motorways

PERIOD

Sector code:	41.20 - Construction of residential and non-residential buildings	Start date:	2014-10-21
		End date:	2014-11-30

PERSONS

Personal information is not shown on the receipt

CONTACT PERSONS

The confirmation of registration of foreign service is in both Danish and the language you choose to register in.

Danish Business Authority RUT Support

- Phone: +45 7220 0036
- E-mail: rut@erst.dk
- www.rut.dk

The Ministry of Employment has the overall responsibility about the rules that regulates the RUT-register. The Danish Business is subject to establish a register within the scope The Ministry of Employment has given.