Appendix - List of mandatory documents to be collected by CMN as principal (if value of services and supplies on the project > €5,000 excluding tax)

Mandatory document type	**Business creation certificate**							
Legal basis of the obligation	**Art. L. 8222-1, L. 8221-3 and D. 8222-5 French labour code**					**Art. L. 8222-4, D. 8222-7 and D. 8222-8 French labour code**		
Specificity	**FRENCH CONTRACTOR**					**FOREIGN CONTRACTOR**		
	1 document to choose					**If compulsory registration in a professional register in the country of establishment or domiciliation**		
	A quote, an advertising document or professional correspondence, provided that the name or company name, full address and the nature of the registration in the professional register are mentioned.	Electronic acknowledgment of receipt mentioned in article R. 123-6 of the French commercial code, emanating from the clerk of the competent commercial court or from the competent chamber of trades and crafts	**For craftsmen**	**For liberal professions**	**For traders**			
			Extract from registration in the Trades Directory ("Répertoire des métiers" - D1)	Extract from registration in the SIRENE Directory	Extract from the registration in the Trade and Companies Register (K bis)	Either a document from the authorities maintaining the professional register or an equivalent document certifying this registration (written or accompanied by a translation into French)	Either a quote, an advertising document or professional correspondence, provided that the name or company name, the full address and the nature of the registration in the professional register are mentioned. (written or accompanied by a translation into French)	Either, for companies currently being created, a document dated less than six months from the authority authorized to receive registration in the professional register and attesting to the request for registration in this register (written or accompanied by a translation into French)
Document to be sent to CMN upon conclusion of the contract and every six months until the end of execution of the contract (tick the document concerned depending on the situation)								

Mandatory document type	**Certificate of vigilance**				**Certificate of tax regularity**			**Nominal list of foreign workers (NLFW)**	
Legal basis of the obligation	**Art. L. 8222-1, D. 8222-5 French labour code and art. L. 243-15 Frech social security code**	**Art. L. 8222-4, D. 8222-7, D. 8222-8 French labour code, art. L. 243-1-2 French social security code**			**Art. L. 8221-3 and L. 8222-1 French labour code**	**Art. D. 8222-7 French labour code and art.286 ter French tax code**		**Art. L. 5221-2 and D. 8254-2 French labour code**	
Specificity	**FRENCH CONTRACTOR**	**FOREIGN CONTRACTOR**			**FRENCH CONTRACTOR**	**FOREIGN CONTRACTOR**		**With foreign workers**	**Without foreign workers**
		In any case	**If the legislation of his country of domiciliation so provides**	**Or**		**Principle**	**Or**		
	Certificate of provision of social declarations and payment of social security contributions issued by the French Organizations for the payment of social security and family benefit contributions ("URSSAF")	Document attesting the regularity of its situation with regard to European Regulation (EC) No. 883/2004 of April 29, 2004 relating to the coordination of social security systems, or an international social security convention (written or accompanied by a translation into French)	A document from the organization responsible for the compulsory social security scheme stating that it is up to date with its social declarations and payment of related contributions, or an equivalent document (written or accompanied by a translation into French)	Certificate of provision of social declarations and payment of social security contributions issued by the French Organizations for the payment of social security and family benefit contributions ("URSSAF") (written or accompanied by a translation into French)	Certificate of tax regularity	Intra-community VAT number	Identity Address Contact details of the occasional tax representative in France	NLFW outside the European Economic Area: surname, first name, date of employment, nationality, nature of the title authorizing work in France, serial number of the title serving as authorization	Certificate on honor certifying the non-employment of foreign workers outside the European Economic Area
Document to be sent to CMN upon conclusion of the contract and every six months until the end of execution of the contract (tick the document concerned depending on the situation)									

Appendix - List of mandatory documents to be collected by CMN as principal for secondment without condition of value of services and supplies on the case

Mandatory document type	Prior declaration of secondment (Sipsi)			Document to be sent to CMN upon conclusion of the contract and every six months until the end of execution of the contract (tick the document concerned depending on the situation)	Documents to be kept at the place of performance in France		Document to be sent to CMN upon conclusion of the contract and every six months until the end of execution of the contract (tick the document concerned depending on the situation)
Legal basis of the obligation	**Art. R. 1263-12, Art. L. 1262-2-1, Art. L.1262-4, Art. L.1262-4-1, Art. L. 1221-15-1 and Art. R.1263-3 French Labor Code**				**Art. R 1263-1 C. French Labor Code**		
Specificity	**FOREIGN CONTRACTOR**				**FOREIGN CONTRACTOR**		
	Documents to be sent to CMN before the start of the secondment	**In any case**	Acknowledgment of receipt of the declaration mentioning the representative in France of the seconded employee. This document is annexed to the company's personnel register.		**In any case**	Document attesting to the actual payment of remuneration	
						Time record indicating the start, end and duration of each employee's daily working time	
						Employment contract when it is the subject of a written document or any equivalent document (During the secondment, medical monitoring is ensured by the principal who must carry out a medical examination every 5 years from the examination prior to detachment).	
		In case of fines	Certificate on honor certifying that the co-contractor has paid the sums due for the fines provided for in articles L. 1263-6, L. 1264-1, L. 1264-2 and L. 8115-1 of the French Labor Code		**In the absence of a medical examination or equivalent**	A medical examination is carried out no later than 3 months after the secondment.	
						In the event of reinforced monitoring provided for in Art. L.4624-2 and R. 4624-23 the medical examination must be carried out before the start of the secondment.	
		Duration of secondment greater than 12 months	The employer wishes to deviate from the working and employment conditions applicable to French employees. OR The employer cites a reason related to the service (eg: delay on the site). **=> The employer may complete the prior declaration to obtain an extension of the application of the regime relating to secondment, for a maximum of 6 months.**		**Work authorization for employees outside the EU, outside the EEA or outside Switzerland**	Mandatory for the short stay (< 90 days) EXCEPT if the secondment occurs in the areas of activity of Art. L. 552-2-1 and D. 522-2-2 (in particular: conferences, seminars, trade fairs, audit and expertise missions in IT, management, finance, insurance, architecture and engineering) Mandatory for long stay (>90 days) EXCEPT if the secondment is done as part of a temporary intra-group transfer, for a senior management position or to provide expertise. The employee must have at least 6 months of seniority in the group. He will have to apply for an "ICT" seconded employee visa and, if his stay is longer than 12 months, apply for a multi-year residence permit from the prefecture.	
					AND		
					Secondment greater than or equal to 1 month	The pay slips of each seconded employee or equivalent including: gross remuneration, working period and hours, leave and public holidays (and related remuneration elements), conditions of submission to leave funds, if applicable, the title of the applicable branch collective agreement.	
					OR		
					Duration of secondment less than 1 month	Document which provides proof of minimum remuneration.	