

SIPSI - Answers to most frequently asked questions

The purpose of this document is to answer the most frequently asked questions regarding the SIPSI teleservice (<https://www.sipsi.travail.gouv.fr/>)

It complements, but does not replace, the user manual that you may find in French and in English.



FR: http://travail-emploi.gouv.fr/IMG/pdf/sipsi_manuel_d_utilisation_portail_de_declaration.pdf
 EN: http://travail-emploi.gouv.fr/IMG/pdf/sipsi_manuel_d_utilisation_portail_de_declarationv1-en.pdf

Table of Contents

- GENERAL REMARKS 3
 - 1. Why create a SIPSI account? 3
 - 2. Is SIPSI compulsory? Is it possible to send a declaration by other means? 3
 - 3. What are the advantages of SIPSI? 3
 - 4. I am an employer in France and would like to post my employees abroad. Do I need to create a SIPSI account?..... 4
 - 5. I am an independent worker. Should I fill out a declaration of posting via the SIPSI website? 4
 - 6. Does the SIPSI site enable one to obtain an “A1 certificate”? 4

7. I have been mandated by a foreign company to carry out declarations on its behalf. How should I use SIPSI in my case?.....	4
8. I am the principal of a company set up abroad. Can I use SIPSI?	5
CREATE/DELETE AN ACCOUNT	5
9. How do I create my account?.....	5
10. How do I delete an account?.....	5
LOGGING IN TO YOUR ACCOUNT	5
11. What is my login?	5
12. Can I give another person access to my account?	5
13. How do I change my login (and the e-mail address linked to the account)?	5
14. How do I change my login if the account and the e-mail linked to it are no longer accessible?.....	6
15. The system does not recognise my login and/or my password, what should I do?	6
16. How do I reset my password?	6
17. A message “The requested URL was rejected. Please consult with your administrator” appears. What can I do?.....	8
FILLING OUT A DECLARATION	8
18. How do I choose a template adapted to the posting circumstances?.....	8
19. How do I fill out the “Title” field?.....	11
20. How do I fill out the “Legal form” field?.....	11
21. How do I fill out the “Professional register” and “Registration reference” fields?.....	11
22. How do I fill out the “organisation for recovery of social security contributions” field? .	11
23. I don’t have a representative in France. How do I fill out this field?	11
24. Why is the postcode for the place of provision of services / representative / principal not recognised?	12
25. I do not have a principal (posting on one’s own behalf) but this field is compulsory. How should I proceed?	13
26. My French client is a private individual, who does not have a SIRET number. How should I proceed?.....	13
27. A red cross appears in front of the SIRET number entered for my client but I am certain that the number is correct. How can I resolve this issue?	13
28. Why and how do I fill out the “Title of the applicable collective agreement” and the “Position of employee on the collectively agreed wage structure” fields?	14
29. How do I declare multiple places of provision of services or multiple posted employees?	14
SAVING AND TRANSMITTING THE DECLARATION.....	15
30. Following a technical issue, I can’t find my draft declaration. What should I do?.....	15

31.	I am not sure that my declaration has been transmitted. How can I be sure?.....	15
32.	The checks before transmission seem quite constraining. What are the required fields and why?.....	15
33.	SIPSI is alerting me of one or more errors without specifying their precise location	16
34.	A system error message appears when saving or transmitting the declaration	18
35.	Can I change or delete a non-transmitted declaration?	18
36.	Can I complete a declaration that has already been transmitted?.....	18
37.	I don't have the pencil icon to change my declaration. What should I do?	19
38.	Can I cancel a transmitted declaration?	19
39.	I managed to transmit my declaration! Now, what should I do?	19
40.	Why have I not received a response to my declaration of posting?	20
	To learn more	20

GENERAL REMARKS

1. Why create a SIPSI account?

Any employer established outside of France who posts workers to the French territory on a fixed-term basis must, before operating in France, send a prior declaration of posting to the labour inspection of the place where the service is provided. The SIPSI portal is open in order to send the labour inspection services your declarations of posting.

2. Is SIPSI compulsory? Is it possible to send a declaration by other means?

The transmission of a declaration or certificate of posting via SIPSI is compulsory, regardless of the industry, nature or length of posting. As from 1st October 2016 (1st January 2017 for transport), the SIPSI service is the only way to send a declaration or certificate of posting. Declarations sent by e-mail, post or fax will not be accepted. Failing to establish a declaration of posting exposes you to heavy fines and to the risk of your service being suspended in the event of inspection.

3. What are the advantages of SIPSI?

- No need to research the contact information of the labour inspection service with territorial jurisdiction. SIPSI handles the transferral of your declaration.
- Ability to pre-register some information in repositories or of duplicating a declaration that has already been transmitted to reduce input time.
- Transmission of an additional declaration in the event of a change in the circumstances under which posting is carried out

- Sending of an acknowledgment of receipt with your declaration in official format (“Cerfa”) as an attachment, that you may send to your client to prove your legality
- Ability to find declarations already transmitted to the labour inspection or being drafted, on your dashboard.

4. I am an employer in France and would like to post my employees abroad. Do I need to create a SIPSI account?

No, SIPSI does not allow the accomplishment of such a formality as a declaration to the French labour inspection is not required to post workers outside of France. However, we suggest that you enquire about the formalities applicable in the host country ([contacting competent authorities](#)) and question your social security organisation as regards maintaining the posted employees’s ties to French social security (<http://www.cleiss.fr/reglements/a1.html>).

5. I am an independent worker. Should I fill out a declaration of posting via the SIPSI website?

No, in France, the declaration of posting transmitted to the labour inspection concerns employed workers only.

6. Does the SIPSI site enable one to obtain an “A1 certificate”?

No, the A1 certificate serves to prove that your posted employees remain attached to the social security of your country for the duration of posting. It is a formality regarding social security whereas the SIPSI website enables you to inform inspection services of posting in order to ensure compliance with labour regulations. The A1 certificate must be requested from the competent social security organisation in your country ([Organisation directory](#)). You may also be requested to present said certificate by the inspection services.

7. I have been mandated by a foreign company to carry out declarations on its behalf. How should I use SIPSI in my case?

Whether you are the principal or another third party duly authorised for such purpose, given that the declaration is deemed as having been made by the foreign company, the SIPSI service is not currently adapted for such a use. In particular, if you create an account in the foreign company’s name, it is the foreign company’s e-mail address that will receive confirmations and notifications (new password, acknowledgment of receipt). A way of circumventing this issue is to create an account with your own e-mail address, but you must therefore ensure that, in every declaration, you replace the email address automatically entered by the account by the true contact address of the foreign company. You will therefore receive notifications relating to the account but the declarations will contain the accurate contact details for the foreign company. If you are mandated by multiple foreign companies, you must create an account for each company (with a separate e-mail address, as SIPSI does not authorise the creation of multiple accounts with the same e-mail address).

8. I am the principal of a company set up abroad. Can I use SIPSI?

Yes, if you are mandated by the foreign company to carry out declarations in its name and on its behalf, under the conditions provided above. No, if you wish to send a “subsidiary” declaration as your foreign co-contractor has himself failed to fulfil his obligations when the posting of his employees has already started. This particular declaration must be sent directly to the labour inspection with jurisdiction in the place where the service is provided. You will find the template here. <http://travail-emploi.gouv.fr/demarches-et-fiches-pratiques/formulaires-et-teledclarations/etrangers-en-france/article/declaration-subsidaire-par-le-maitre-d-ouvrage-ou-le-donneur-d-ordre-du>

CREATE/DELETE AN ACCOUNT

9. How do I create my account?

All you need to do is to click on the “Create my account” tab and provide the main information regarding the foreign company and the director of the company. Pay special attention to the e-mail address requested: it will be your account login. If this e-mail address is incorrect, the account may be created but you will not receive acknowledgments of receipt and you may lose access to your account should you forget your password.

10. How do I delete an account?

In the event of inactivity, your account will automatically be deleted after 5 years.

LOGGING IN TO YOUR ACCOUNT

11. What is my login?

Your login is the e-mail address that you provided when creating your SIPSI account. It is reminded in the message confirming the creation of your account.

12. Can I give another person access to my account?

Access to your account is confidential. Only the user of the account may consider sharing his/her login and password with another member. In the event that the user is absent or leaves the company, we will not be able to provide you with the login and password to connect.

13. How do I change my login (and the e-mail address linked to the account)?

You can change the e-mail address linked to the account, and thus the login, by going to “Change my account”. Be careful that there are no mistakes in the new e-mail address provided, as you would risk permanently losing access to the account.

14. How do I change my login if the account and the e-mail linked to it are no longer accessible?

For confidentiality reasons, you cannot receive a new login as the system uses it as a reference ID to send you your password. In the event of loss due to a change of user in the company, you must open a new account to make your declarations.

15. The system does not recognise my login and/or my password, what should I do?

Make sure that you are typing your login or password without any spaces before or after. Beware of the use of “copy and paste”.

16. How do I reset my password?

On the homepage, to the right of your screen is a section for access to your account.

1. On the homepage: request a new password by clicking on Forgotten password

The screenshot shows the SIPSI website homepage. At the top left is the French Republic logo with the motto 'Liberté • Égalité • Fraternité' and 'RÉPUBLIQUE FRANÇAISE'. To its right is the text 'Détachement de travailleurs en France' and 'International Posting of Workers in France'. Below this is a dark blue header with the text 'Bienvenue sur SIPSI / Welcome to SIPSI'. The main content area is divided into two columns. The left column contains four informational sections, each with an icon and text in French and English. The right column contains a login section with a 'Créer mon compte / Create my account' button, a 'CONNEXION / LOGIN' section with a user icon, and a 'Se connecter / Log in' button. Below the login section is a red-bordered box containing the text 'Mot de passe oublié / Forgotten password', with a red arrow pointing to it from the left column. The login section also shows a message 'Identifiant et/ou mot de passe incorrect !' and a text input field with the email 'entreprise.etrangere.sipsi@gn' and a password field with six dots. There is also a checkbox for 'Retenir mon identifiant / Remember my login'.

2. Provide your login (e-mail) and the code shown on the password reset page.

Demander l'envoi d'un nouveau mot de passe / Ask for a new password

Merci de renseigner votre adresse email de contact

Please give you email address



Saisir le texte
contenu dans
l'image
Enter text in the image



[Mentions légales](#) | [FAQ](#) | [Contact](#)

3. Check the e-mail inbox associated with your SIPSI login.
4. Use the password to connect to the declaration portal.
5. Changing the password: in order to avoid the automatic resetting of your password, you must change it on your first connection >> My account >> Update password.

de l'enregistrement
Registration references

Activité principale Bâtiment et Travaux Publics / Building and Public works sector
Main activity

Dirigeant de l'entreprise / Director

Nom SOUID Prénom MAHDI
Name First name

Date de naissance 01/01/1980 Ville de naissance SAYADA
Date of birth Town of birth

Pays de naissance TUNISIE
Country of birth

Modifier mot de passe
Update password

Ancien mot de passe
Old password

Mot de passe
Password

Confirmez le mot de passe
Confirm password

Enregistrer Annuler
Save Cancel

17. A message "The requested URL was rejected. Please consult with your administrator" appears. What can I do?

This type of error is not related to our service. You can try to resolve this issue by deleting your cookies or by using a different browser. Failing that, please contact your IT department.

FILLING OUT A DECLARATION

18. How do I choose a template adapted to the posting circumstances?

You have 6 templates: 3 templates for the declaration of posting for most industries and 3 templates specifically adapted to transport activities, called certificate of posting. These templates enable you to obtain the "CERFA" document, in conformity with current French regulations.

Posting circumstances	Transport	Other industries
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Posting in the framework of a provision of services or for one's own account	Cerda no. 15553	Cerfa no. 15420
Posting in the framework of intra-group mobility	Cerfa no. 15552	Cerfa no. 15422
Posting by a temporary employment agency	Cerfa no. 15554	Cerfa no. 15421

The choice of one of these templates depends both on the industry (transport or other industries) and on the posting circumstances:

- usual case

Posting occurs either in the context of a provision of services (whether the client is French or foreign) or of a transaction for one's own account (without client or principal).

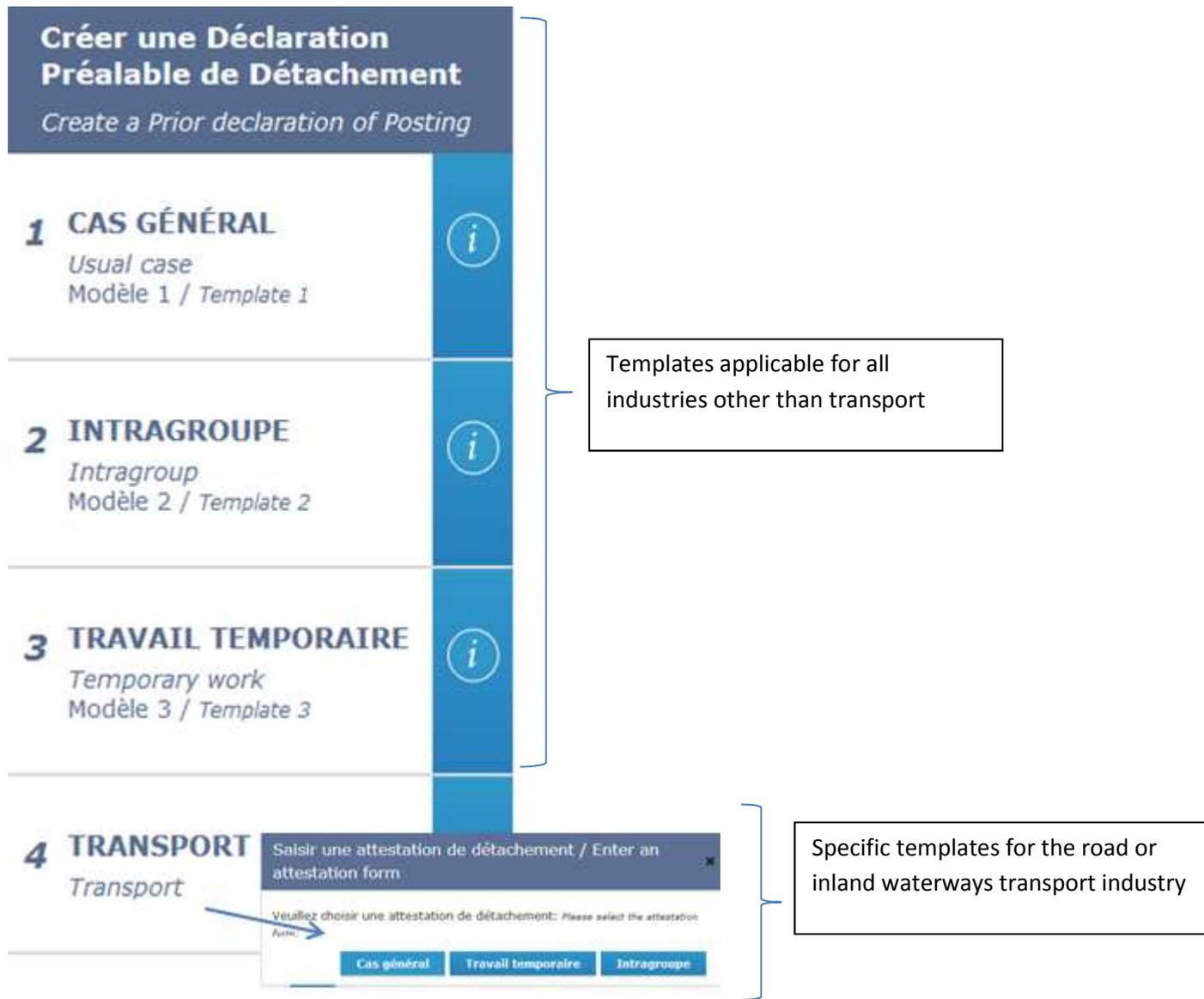
- intra-group

Posting occurs in the context of the employee's short-term mobility with a group (for example from the subsidiary or head office located abroad to another subsidiary or head office located in France).

- temporary work

Posting has no other purpose than the provision of staff by a temporary employment agency to a user company in France.

If posting does not relate to transport, you must directly choose one of the three first tabs depending on the posting circumstances. If posting relates to transport, you must first select the transport tab, and then select the template adapted to the posting circumstances.



The  button provides a description of the template.

Examples:

- I am a Spanish masonry company posting workers for a construction site. My client is the main contractor for this same construction site. It is a provision of services and I choose the “Usual case” declaration template
- I am an Austrian industrial enterprise. My employees are going to prospect a few potential clients in France. It is a transaction on one’s own account, I choose the “Usual case” declaration template.
- I am a Bulgarian transport company making deliveries for various companies in France. I choose the “Transport - Usual case” certificate template. The certificate established individually for each employee will be valid for multiple transactions, regardless of the number of displacements or clients.

- I am a Belgian subsidiary of an industrial enterprise established in France. My employees are going to work on a short-term basis in France for a common project with the group. I choose the “Intra-group” template.
- I am an Italian temporary employment agency. If the employees that I am posting are put at the service of an industrial, agricultural or service-rendering enterprise, I must choose the “Temporary work” declaration template. If the employees are lorry drivers, put at the service of a transport enterprise, I must choose the “Transport – Temporary work” certificate template.

19. How do I fill out the “Title” field?

The title is a way of generally defining the service provided. It provides better visibility to your declaration and enables you to find it more easily on your dashboard. You can fill out this field at your convenience.

Ex: construction site for line 4 of the Rennes tramway

20. How do I fill out the “Legal form” field?

The legal form of a company is the way in which it is set up in its country of origin, according to the existing rules in said country as regards corporate law. Ex: public limited company, private limited company, cooperative, etc.

21. How do I fill out the “Professional register” and “Registration reference” fields?

The professional register is the name of the register in which the company is declared or registered in its country of origin according to the rules existing in said country. The registration reference is the company’s number or ID on said register.

These sections will soon be changed and simplified. Already, if the company possesses an intra-community VAT number, we recommend that you provide information as follows:

- Textually provide the “intra-community VAT no.” in the “Professional register” field.
- Reiterate the company’s VAT number in the “Registration reference” field.

22. How do I fill out the “organisation for recovery of social security contributions” field?

This is the agency to whom social security contributions are paid. If this agency is specific to each employee (such as in Germany, for example), you may simply provide the social security regime to which the employees are attached (ex: German social security). This field will soon be changed and simplified.

23. I don’t have a representative in France. How do I fill out this field?

Appointing a Representative in France is compulsory. Said representative will be on French soil for the duration of the posting and shall liaise with inspection agents,

holding certain documents at their disposal, and which he may disclose to them in paper or electronic format.

The representative may be any individual capable of carrying out this mission (presenting documents, responding to inspection agents in French). Under these conditions, it may be the client or even one of the posted employees (the person must be easily reachable by e-mail or telephone). Specific rules apply to the transport industry (the Representative in France must carry out his mission up to 18 months after the posting has ended). For more information on applicable regulations, please refer to the pages specified in the Learn more section.

24. Why is the postcode for the place of provision of services / representative / principal not recognised?

Check that the contact information entered is accurate. Indeed, the postcode of the place or places of provision of services serves, in particular, to direct the declaration to the labour inspection service with territorial jurisdiction. If you are not sure about the postcode for the place of provision of services or that of your representative or client in France, we suggest starting by typing in the city and selecting one of the postcodes suggested.

Specific CEDEX codes used for the delivery of post to some large companies are not supported; in its place, you will need to provide the postcode corresponding to its geographical address in France. You can specify the CEDEX code in the address line 2 field.

Activité et adresse complète / Activity and full address

~~Rue place samuel de champlain N° de voie 1
Street Number~~

~~Complément adresse
Address line 2~~

~~Code postal - Ville 92930
Postal code - Town~~

Activité et adresse complète / Activity and full address

Rue place samuel de champlain N° de voie 1
Street Number

Complément adresse
Address line 2

Code postal - Ville 92400 - COURBEVOIE

Faubourg de l'Arche
92930 Paris La Defense Cedex



25. I do not have a principal (posting on one's own behalf) but this field is compulsory. How should I proceed?

If posting occurs as part of a transaction on your own behalf, without a co-contractor, you must not leave the field empty but re-enter your own contact details.

26. My French client is a private individual, who does not have a SIRET number. How should I proceed?

This service will soon evolve to take this particularity into consideration. Meanwhile, you can provide the information as follows:

- Identity of the principal: "Private client: Mr. Mrs. [provide the client's name]"
- Full address: re-enter the foreign company's own address (this solution avoids SIPSI requiring a Siret number)
- Activity of the principal: check "other" and specify: "Private client"

27. A red cross appears in front of the SIRET number entered for my client but I am certain that the number is correct. How can I resolve this issue?

The appearance of a red cross is a technical issue which is currently being fixed. However, its appearance does not prevent the transmission of the declaration. Do not take notice of it and continue your entry.

28. Why and how do I fill out the “Title of the applicable collective agreement” and the “Position of employee on the collectively agreed wage structure” fields?

The information requested here is optional. You are not committing any breach by not providing such information. However, we would like to draw your attention to the use of knowing which collective agreement is applicable in France to set the minimum conventional wage that a posted employee must be paid during his/her posting in France.

Conventional wage classifications and scales can be viewed here: <https://www.legifrance.gouv.fr/initRechConvColl.do>

For more information, you can contact a professional body, the labour inspection of the place where the services are provided or the administrative information service (39 39 in France or +33 1 73 60 39 39 if you are calling from abroad).

29. How do I declare multiple places of provision of services or multiple posted employees?

You can add one or more places of provision of services or posted employees by clicking on the (+) sign to the right of the title of the field in question.

Prestation / Service +

Ajouter une prestation / Add a service

Activité et adresse complète / Activity and full address

Rue / Street _____ N° de voie / Number _____

Complément adresse _____

Salariés / Workers +

Ajouter un salarié / Add a worker

Cette annexe doit être complétée par l'employeur pour chacun des salariés qu'il souhaite détacher en France, qu'ils soient ressortissants de l'Union européenne ou d'Etat tiers.
The employer must complete this appendix for each workers posted in France, whether they are Community or third - country nationals.

Informations relatives aux salariés détachés / Informations on posted workers

Nom / Name _____

SAVING AND TRANSMITTING THE DECLARATION

30. Following a technical issue, I can't find my draft declaration. What should I do?

To avoid losing your work, it is important to make regular intermediary saves, especially when your declaration contains many employees or places of provision of services.

To do so, click on the following icon: 

The data is saved and the draft declaration is filed on the dashboard of non-transmitted declarations.

31. I am not sure that my declaration has been transmitted. How can I be sure?

If transmission was successful, a confirmation message will appear on the screen and you will receive an acknowledgment of receipt at the address used for the account. In addition, the declaration will move from the dashboard of non-transmitted declarations to that of transmitted declarations.

Liste des déclarations préalables de détachement transmises							
<i>List of transmitted posting of worker's declarations</i>							
Id / Id	Titre / Title	N° de transmission / No. transmission	Date d'envoi / Posting date	Mise à jour le / Updated on	Modèle / Model	Statut / Status	Actions / Actions
433266	Test - compléter en changeant toutes les infos	99#LONDO#2-433266	14/06/2017	14/06/2017	1	Transmise	 
432717	Test - Chantier montage machine	99#LONDO#2-432717	14/06/2017	14/06/2017	1	Transmise	 
	Test - Chantier mo	99#LONDO#2-410					 

If your declaration is not on the dashboard and/or you have not received an acknowledgment of receipt by e-mail (check in the Spam folder of your mailbox), this means that the declaration was not transmitted to the labour inspection services.

To transmit it, you must return to your draft declaration on the dashboard for non-transmitted declarations and click on the confirmation icon: 

A completeness check is then carried out and where necessary you will need to complete the specified points in your draft declaration before attempting to transmit it again. An incomplete declaration regarding required fields cannot be transmitted.

32. The checks before transmission seem quite constraining. What are the required fields and why?

Most of the declaration fields are required, except information regarding the applicable collective agreement. The information collected on the company, the provision of services, the posted employees are provided for by French regulations and are necessary for any potential labour inspections. Automated checks reduce the risk of having to answer any ulterior requests for explanations or even being sanctioned for the mere oversight of an important field. Furthermore, the pre-filling of the declaration

based on account information, the ability to duplicate a declaration and the use of repositories reduces time spent entering recurring information.

33. SIPSI is alerting me of one or more errors without specifying their precise location

The location and the reason of the error (most often missing information) are normally provided by warning messages in red at the top of the page, and subsequently above each of the fields at issue.

Il y a 6 erreurs dans le formulaire
There are 6 errors in the form

4 **Prestation**
Service

Le champ "Date du début de la prestation" ne peut pas être vide
The field "Date of start of service" can not be empty

Le champ "Date de fin prévisible" ne peut pas être vide
The field "Foreseeable End date of service" can not be empty

If such is not the case, it may be a specific blockage due to special characters (the accumulation of a "." and a "," in the remuneration field for example) or to multiple entries in the repository. You can try again by deleting these characters when they are

superfluous or by deleting the repetitive entries in the repository.

DGTEST2 

Mon compte / *My account*

Mes référentiels / *My repository* 

Dirigeant
Director

Représentant en France de l'entreprise étrangère
Foreign company's representative in France

Prestation
Service

Donneur d'ordre / Cocontractant / Client
Principal / Co-contractor / Customer

Organisme Cotisations Sécurité sociale
Body/bodies collecting social security contributions

Hébergement collectif
Collective Lodging

Salarié
Employee

Déconnexion / *Disconnect*



Liste des Représentants en France 
List of representatives

Filtres / *Filters* 

Nom <i>Name</i>	Prénom <i>First name</i>	Ville de résidence <i>Town of residence</i>	Actions / <i>Actions</i>
LEGAL CONSULT		CHEVIGNY ST SAUVEUR	 
LEGAL CONSULT		NON DEFINI	 
LEGAL CONSULT		PARIS 15	 
SMITH	Jacques	PARIS 15	 
SMITH	Jacques	PARIS 15	 
SMITH	Jacques	PLAISANCE DU TOUCH	 
SMITH	Jacques	PARIS 15	  Supprimer / Delete
SMITH	Jacques	PLAISANCE DU TOUCH	 

Page 1 sur 1 10  Enregistrements 1 - 8 sur 8

We are continually working on removing these sources of blockages as soon as we specifically identify them. If you encounter such an issue, you can report it to us by sending us a message with your login (not the password) and screenshots to the contact address.

34. A system error message appears when saving or transmitting the declaration

This type of error may be linked to:

- A specific source of blockage relating to your account;
- A specific source of blockage relating to the declaration entered (special characters that the system is unable to process for example)
- A temporary service overload relating to a surge in connections

You can follow the suggestions provided for Q/A no. 31 and try again. If that does not work, please contact the assistance team, with a precise description of what happened before the error message appeared, your login (not the password) and screenshots.

35. Can I change or delete a non-transmitted declaration?

Non-transmitted declarations may be changed or deleted at any time. They are saved for 150 days and automatically deleted if they are not transmitted before the end of this period.

36. Can I complete a declaration that has already been transmitted?

If the provision of services is ongoing, a declaration of posting (save for Transportation templates) can be completed or updated to rectify an error or state an upcoming change in the conditions under which the service is provided or the posting is carried out: extension of construction site, intervention of an additional employee, etc. A new version of your declaration is then generated and transmitted to the labour inspection. However, the previous versions will remain on file and accessible to the labour inspection. In the event of inspection, an inspection agent will be authorised to consider the version transmitted at the date of their observations and not that transmitted at a later date.

To create a new version of your declaration, enter the dashboard of transmitted declarations, then select the pencil icon to open and change the data, then transmit this new version.



Tip: you can change the title of your declaration to briefly state the reason for the change. This will help the labour inspection services to understand this new transmission.

Id / Id	Titre / Title	N° de transmission / No. transmission	Date d'envoi / Posting date	Mise à jour le / Updated on	Modèle / Model	Statut / Status	Actions / Actions
247	TESTtéléphone	GB#LONDO#3-24 7	03/08/2017	03/08/2017	3	Transmise	  
249	TEST2 lieux de pr estation identique	GB#LONDO#3-24	31/05/2017	31/05/2017	2	Transmise	   Completer / Complete

Modifier une déclaration (Travail temporaire)

Update a declaration (Temporary work)

1 Données entreprise étrangère
Foreign company data

Intitulé / Title

Intitulé / Title Chantier Tramway ligne 4 | (v2: prolongation du chantier)



37. I don't have the pencil icon to change my declaration. What should I do?

In some circumstances, changing a declaration is not possible:

- The provision of services (end date initially declared) has ended.
- The declaration is a transport template.

In the first case, the change should have been made prior to the end date of the provision of services initially declared in order to provide useful information to the inspection services. Failing this, you must create a new declaration, separate from the first. You may duplicate () the initial declaration to avoid re-entering all the information.

In the second case, certificates of posting in the transport industry are deemed to have been issued for a specific employee and for a predetermined term (of a maximum of 6 months). They are not meant to be changed. However, if you need to correct an error or change important information, you may create or duplicate a new certificate for the same employee.

In any case, if you wish to state that the new declaration replaces the previous declaration, we suggest that you state in the title: "cancels and replaces PDP no. [no. of the declaration stated on the dashboard]".

38. Can I cancel a transmitted declaration?

It is not possible to cancel or delete a declaration of posting which has become irrelevant, whatever the reason, including due to cancellation of posting. In the event of an enquiry from the labour inspection services, you can inform them that ultimately the posting did not take place. Transmitted declarations are kept for 5 years.

39. I managed to transmit my declaration! Now, what should I do?

The formalities for declaration of posting end here. As soon as your declaration is transmitted to the labour inspection, you will receive a confirmation e-mail with your declaration in official format (CERFA) attached as a PDF file. It is the only document provided upon transmitting your declaration. Keep it in a safe place: your client or

FAQ SIPS – version dated 31/08/2017

principal will request it to prove that you have complied with this formality. It is an automatic notification. There is no need to respond to it.

Other formalities and obligations are imposed on companies posting employees in France. To learn more about them, please refer to the pages specified in the “To learn more” section.

40. Why have I not received a response to my declaration of posting?

It is not a procedure for authorisation but a mere declaration. Therefore, there is no need for a response and, if you comply with your other obligations, you can immediately start posting your employees. You may eventually receive requests for clarification but this is in no way automatic. Neither the acknowledgment of receipt provided by SIPSI, nor the absence of requests for clarification regarding your declaration, shall be deemed explicit validations of the legality of the posting of your employees.

To learn more

E-mail address to contact the assistance team: dgt.declaration-psi@travail.gouv.fr

Information on the general regulations on posting in France : <http://travail-emploi.gouv.fr/droit-du-travail/detachement-des-salaries-et-lutte-contre-la-fraude-au-detachement/article/obligations-de-l-employeur-de-salaries-detaches>

Information on regulations specific to posting in the transport industry: <https://www.ecologique-solidaire.gouv.fr/formalites-declaratives-applicables-au-detachement-dans-transport-routier>