

Checklist of generally required documents for subcontractors

- Business licence
- Commercial Register excerpt
- Excerpt Central Business Register (not older than 3 months)
- Register of Craftsmen registration/Craftsman's card (if required), membership certificate of the Chamber of Industry and Commerce/Chamber of Crafts (IHK/HWK)
- Clearance Certificate of the German Tax Office (regarding income tax/corporate tax /VAT)
- Foreign employees: residence certificate, if applicable
- Valid Exemption Certificate of the German Tax Office (regarding tax withholding for construction work)
- Clearance declaration of the competent health insurance (not older than 3 months)
- Qualified clearance declaration of the competent social insurance fund (original, not older than: see validity duration of the notification; max. 3 months; e.g.: ULAK, SoKa Bau, SoKa Gerüstbau; LAK Dachdeckerhandwerk, ZVK/ UK Maler- und Lackiererhandwerk and the like)
- Qualified clearance declaration of the Construction Workers' Professional Association (original with information on paid totals in gross wages, not older than: see validity duration of the notification; max. 6 months)
- Powers of attorney (domestic/foreign employees) to obtain information (e.g. SOKA-BAU, ULAK) including a list of names of employees working at construction sites (or written declaration SOKA-BAU that no liability to pay contributions [e.g. no construction work in progress]) is at hand.
- Foreign employees: residence and work permits, secondment certificates for each employee of the employee: EU country/EEA country/Switzerland: A1 not older than 12 months; third country: secondment certificates issued by foreign social insurance carrier, due to the social insurance treaty,
- Declaration of employees of subcontractors of the receipt of minimum wage (monthly, if possible in native language)
- DQS Certificate Quality Management (if available)
- Object-related risk/stress analyses pursuant to § 5 German Occupational Safety and Health Act (ArbSchG), §§ 3,10 German Industrial Safety Regulation (BetriebsSicherheitsVO)
- Insurer confirmation of the existence of a business liability insurance (see also Number 11)
- Registration certificates for social insurance

Sincerely,

PORR Deutschland GmbH