

# HICX Registration – France Registration

## 1 Upload the URSAFF document

(for checking reporting obligations and the payment of social security contributions).

French Law reference : article D8222-5 §1° of the French Labor code

The supplier must provide an official valid attestation which will be checked on the site : <https://www.urssaf.fr/portail/home/utile-et-pratique/verification-attestation.html?ut=outils-en-ligne>

## 3 Upload the Supplier declaration conformity for the employment of foreign person

To be valid, the submitted declaration must be conform with these points :

1. Pdf format document
2. Signed document
3. Dated less than 6 months ago
4. Indicates the supplier's legal information (name of the company, registration number)
5. Indicates the list of foreign employees with (for each of them) :
  1. Name, First name
  2. Date of hire,
  3. Nationality,
  4. Type and serial number of the work permit

1.1) Valid certification of social contributions declaration and payment (URSAFF) \*

Choose File No file chosen

1.2) Valid tax registration doc (Kbis) \*

Choose File No file chosen

1.3) Supplier's declaration regarding his conformity for the employment of foreign person (with the list of foreign emp

Choose File No file chosen

4

Submit Data

Cancel

Save Draft

Submit when complete

2

## 2 Upload the KBIS document

(for checking supplier registration)

French Law reference : article D8222-5 §2° of the French Labor code

The supplier may provide one of the following document :

1. An extract of the entry in the Commercial Register (K or K bis);
2. An identification document justifying the registration to the « répertoire des métiers »
3. A quotation, advertising document or professional letter, that includes the legal entity name , the full address and the registration number of the company in the global company register or in the register "répertoire des métiers", or the registration number to a professional order, or the approval number of a competent authority.
4. A receipt for the filing of a declaration at a business formalities center for an on-going registration

### Note:

- Required for when supplier is incorporated in France and BH OU is in France.