

INFORMATION TO ENTERPRISES FROM EEA/EFTA COUNTRIES



Doing business in Norway



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Residence

In order to work in Norway, most persons will need to obtain a residence permit which includes a right to work. Work is defined as any kind of work or business activity, whether for compensation or not. You may apply for a residence permit from within Norway.

Employees of enterprises belonging to the EEA/EFTA countries, who are performing services in Norway on a temporary basis, can work in Norway without a permit for up to three months. If the stay is going to last for more than three months, a residence permit with a right to work is required. The same rules apply to self-employed persons based in the EEA/EFTA area that are performing services in Norway on a temporary basis.

Citizens from the EEA/EFTA area who set up permanent business activities/enterprises in Norway must have a residence permit which allows them to work after their initial three months in Norway.

Applications for residence permits that include a right to work must be presented to the local police station if you are already staying in Norway. Otherwise, the application should be submitted to a Norwegian Foreign Service Mission.

Further information on residence permits related to provision of services and self-employed business activities is available at the Directorate of Immigration (UDI). **Please also visit the UDI website www.udi.no, for more details on the various residence and work permits, conditions, procedures and application forms.**

Tax

Foreign companies and self-employed who are in Norway on a temporary basis, must note the following requirements:

- Registration in the Central Coordinating Register for Legal Entities in Brønnøysund
- Tax must be paid to Skatteetaten, Tax Collector - Foreign Tax Affairs
- Corporate tax is to be paid in two instalments in the year following the income year, but before calculation of the tax assessment is completed
- Self-employed must pay tax in four instalments during the income year. The tax is estimated based on your expected taxable income
- Submission of corporate tax return (form RF-1028) or personal tax return (form RF-1047) and Extract of Accounts (form RF-1045) to Skatteetaten, Central Office - Foreign Tax Affairs (Skatteetaten, COFTA) by 31 March in the year following the income year
- Enterprises with an annual turnover of more than NOK 50,000 are required to pay value added tax

All employees in Norway must have a tax deduction card. Foreign enterprises with employees must deduct tax from the employees' salaries in accordance with the tax deduction card received

from Skatteetaten, COFTA (payroll withholding tax). The tax deduction card is sent to the employer who is to forward part two to the employee.

Contracts with private individuals are not subject to reporting obligations (see page 5). If the enterprise enters into such contracts, any employee who does not already have a tax deduction card must complete the form RF-1209 «Application for tax deduction card for foreign citizens and others». The form must be submitted to Skatteetaten, COFTA together with a copy of the relevant person's passport in order to receive a tax deduction card in return.

The employer is obliged to deduct 50 per cent tax if a tax deduction card has not been received.

Tax must be deducted regardless of whether the employees are subject to taxation or not. Employers are also obliged to pay employer's national insurance contribution. For exemptions from national insurance, see page 6 and 7. Tax and national insurance contribution are to be paid every two months to Skatteetaten, Tax Collector - Foreign Tax Affairs.

The annual reporting (End of Year Certificate) of total salary, allowances and tax paid per employee must be submitted to Skatteetaten, Tax Collector- Foreign Tax Affairs by 20 January in the year following the income year.

The reporting of contracts and employees to the Norwegian Tax Authorities

Foreign enterprises that enter into contracts with another enterprise or with a public institution, either onshore in Norway or on the Norwegian Continental Shelf, are required to report own employees working on the contract to Skatteetaten, Central Office - Foreign Tax Affairs (Skatteetaten, COFTA).

The employees are to be reported on the form RF-1198 «Information on employees».

Skatteetaten, COFTA issues tax deduction cards based on the information provided in the form RF-1198.

Please note that all employees with a foreign employer should have their tax deduction card issued by Skatteetaten, COFTA.

If the foreign enterprise awards contract(s) to another foreign enterprise, this should be reported on the form RF-1199 «Information from principal on contractor/contracts».

The easiest way to report is electronically at www.altinn.no. Altinn is a website for reporting public forms. It is also possible to report by post. The required forms can be printed from www.taxadministration.no. The forms can also be mailed to you by Skatteetaten, COFTA.

Failure to report contracts and employees may result in the contractor being fined or held responsible for the unpaid taxes of any subcontractor

The National Insurance Scheme

The foreign employer and the Norwegian National Insurance Scheme

As a rule employees are automatically insured under the National Insurance Scheme from their first day of work (compulsory insurance). The local office of the Labour and Welfare Service (NAV) at the place of residence, or at the place of work (if the employer does not reside in Norway), will provide the necessary information.

As a member of the National Insurance Scheme, the employee earns entitlement pursuant to Norwegian National Insurance legislation.

Some employees may be exempt from compulsory insurance:

- Employees who work in two or more countries and who are not resident in Norway
- Employees who are sent out by an enterprise which is his/her regular employer, to work in Norway for up to one year at the cost and expense of that enterprise

If you have employees in either of these categories, the person in question should as a rule be covered by the national insurance legislation in the country which s/he is sent from, and/or

their country of residence, and will not fall under the Norwegian National Insurance Scheme. In that case, either you, in your capacity as their employer, or the employee her/himself must obtain form E101 in her/his country of origin or in which s/he is a member, to confirm that the person in question is exempt from the Norwegian National Insurance Scheme. In such a case the employee does not pay national insurance contribution to Norway, and neither are you as her/his employer required to pay the Norwegian employers' contribution.

Employees with a foreign employer who does not have an office address in Norway must forward form E101 to NAV Madla Welfare.

Foreign self-employed and the Norwegian National Insurance Scheme

Persons who are citizens of an EEA country, resident in an EEA country, and running a business in Norway, are, as a main rule, compulsory insured under the Norwegian National Insurance Scheme. This applies even if you do not live in Norway. As a member of the Norwegian National Insurance Scheme you are entitled to the benefits provided in the Norwegian National Insurance legislation.

As a business person, you will pay a national insurance contribution in the amount of 10.7 per cent of your business income. The contribution is normally collected by the tax authorities together with taxes. If the tax authorities do not collect the contribution because no tax is paid to Norway, then the national insurance contribution must be paid to the local office of the Labour and Welfare Service (NAV).

The following groups are generally exempt from compulsory insurance:

- Business persons who in their daily work run their own business activities in an EU/EEA country other than Norway and who only intend to operate in Norway for up to 12 months. These persons should be covered by the legislation in the country in which they normally conduct their activities
- A person who runs a business in two or more countries, should be covered by the national insurance legislation in her/his country of residence, if s/he also runs part of her/his business in that country
- Business persons who do not reside in any of the countries in which they operate, should be covered by the national insurance legislation in the country in which they have the

majority of their activities. In such cases, form E101 must be issued by the national insurance authorities of that member country and handed in to a Norwegian NAV office

Social benefits

As a member of the Norwegian National Insurance Scheme you have certain rights pursuant to Norwegian national insurance legislation. If you plan to apply for family or parental benefits, you should contact your local NAV office.

If you wish to apply for a Norwegian Health Insurance Card/Provisional replacement certificate, please contact the NAV Health Service Administration Service Centre.

For residents of an EEA country other than Norway, form E106 should be used. This entitles you to health services in your country of residence in accordance with the rules of that country. As a main rule you must use the public health service.

Form E109 entitles your family members to receive health services if you live in Norway while your family lives in another country.

In Norway you are entitled to use the

Norwegian health services in the same manner as residents of Norway. If you wish to apply for sickness or parental benefits from Norway while staying abroad, you should forward your application to the NAV National Office for Social Insurance Abroad.

If you wish to apply for a pension (old-age pension, disability pension) you should contact the national insurance authorities in your home country.

Reporting to the NAV AA register

Both Norwegian and foreign employees must be registered in the NAV Employer/Employee Register (the NAV AA Register). Exempt from this are foreign employees working at construction or building sites or on the Norwegian Continental Shelf. They should be reported to Skatteetaten, Central Office - Foreign Tax Affairs (see information on page 5).

Work and workplaces

As an employer you are obliged to follow Norwegian laws and regulations. The laws and regulations are intended to protect employees from being injured or becoming ill as a consequence of their work for you. Norwegian legislation applies both to foreign and Norwegian enterprises in Norway.

The Working Environment Act governs the rights and duties that apply to working life. The purpose of the Act is to ensure a good working environment and to prevent employees from being injured or becoming ill as a result of their work. There are also several regulations which you must acquaint yourself with and incorporate into your business activities.

The Labour Inspection Authority supervises the enterprises to make sure that they follow the rules and regulations. The Petroleum Safety Authority Norway supervises activities on the Continental Shelf and the major onshore petroleum facilities. If you carry out contracts in the petroleum industry you will therefore be dealing with the Petroleum Safety Authority.

The employer is obliged to make sure that the rules and regulations are followed. However, the employees also

have responsibilities under the law, so that together you can ensure satisfactory health, safety and environment conditions in the workplace.

Employers who cooperate actively with their employees on health, safety and environment issues find that there are fewer injuries, better health and fewer absences, than those who do not have such cooperation.

As an employer you must ensure that all hazards at your workplace that might harm or affect the health of the employees, have been identified and are managed. As an employer you have the overall responsibility to make sure that this is done.

As an employer it is also your responsibility to ensure that the employees receive:

- Information on any hazard at present or intended places of work, which may harm or affect the employees' state of health
- Information on present conditions or changes to the work that may have an impact on the employees' safety and health
- Training and information on how the work can be carried out safely
- First aid training in case of injury
- Information on what to do in an emergency

You must also provide:

- An employment contract in writing
- Personal protective equipment, - protective clothing, hardhat, safety glasses or goggles, safety shoes, hearing protection or respiratory mask - if required to protect the employees from injuries
- Medical check-ups, i.e. if there is a risk that the work may affect the employees' health
- Occupational injury insurance for the employees
- If you provide housing facilities these must be satisfactory
- Written instructions if the work involves particular danger

Employees who carry out construction work on building sites in Norway, including petroleum facilities onshore, are entitled to a minimum wage. This also applies to employees who carry out installations, maintenance and repairs on electrical and automated facilities for certain petroleum facilities onshore, and also workers in the workshop and technology industry on certain onshore petroleum plants.

A template for an employment contract plus information on the most important regulations in the Working Environment Act is available in English, Estonian, Latvian, Lithuanian, Polish and Russian, by contacting the Labour Inspection Authority.

Contact Information

Service Centre for Foreign Workers

Street address: Hagegata 28
0630 Oslo

Visitor centre in Oslo, jointly for the Police, the Directorate of Immigration, the Tax Authorities and the Labour Inspection Authority.

RESIDENCE:

The Police

Phone no.: 02800
Internet address: www.politi.no

The Norwegian Directorate of Immigration (UDI)

Street address: Hausmanns gt 21
Postal address: P.O.Box 8108 Dep.
NO-0032 Oslo
Phone no: + 47 23 35 15 00

UDI Information service:
+47 23 35 16 00,
e-mail: ots@udi.no

UDI Employer's service:
+47 23 35 15 33,
e-mail: arbeidsgiverservice@udi.no

TAX:

Questions on tax deduction cards/tax assessment etc:

Skatteetaten, Central Office - Foreign Tax Affairs (Skatteetaten, COFTA)

Postal address: P.O.Box 8031
NO-4068 Stavanger
Street address: Lagårdsveien 46
NO-4010 Stavanger
Phone no: +47 51 96 96 00
Fax no: +47 51 96 96 96
E-mail: sfu@skatteetaten.no

Questions on payment of tax, tax refunds, etc.

Skatteetaten, Tax Collector – Foreign Tax Affairs

Postal address: P.O. Box 8103
NO-4068 Stavanger
Street address: Lagårdsveien 46
NO-4010 Stavanger
Phone no: + 47 22 07 70 00
Fax no: + 47 51 86 89 60
E-mail: sokkel-utland@skatteetaten.no

Questions on value added tax (VAT):

Local Tax Office

Phone no: 800 800 00
From abroad: + 47 22 07 70 00

The Norwegian Tax Authorities' Internet address: www.taxadministration.no

The Norwegian Tax Authorities' Switchboard Services:

Phone no: 800 800 00
From abroad: + 47 22 07 70 00

REGISTRATION IN THE CENTRAL REGISTERS OF BUSINESS ENTERPRISES AND LEGAL ENTITIES

Brønnøysund Register

Postal address: NO-8910 Brønnøysund

Information services telephone:
+ 47 75 00 75 00

Internet address: www.brreg.no

NATIONAL INSURANCE:

Local NAV offices

Internet address: www.nav.no

Service centre for the public of:

Østfold: 815 81 001

Hedmark: 815 81 004

Rogaland: 815 81 000

Hordaland: 815 81 000

Nordland: 815 81 018

NAV AA register

Postal address: P.O.Box 4330
NO-2308 Hamar

Phone: + 47 62 02 40 00

NAV National Office for Social Insurance Abroad

Postal address: P.O.Box 8138
NO-0033 Oslo

NAV Health Service Administration Service Centre

Phone: 815 70 030

E-mail: nav.helsetjenesteforvaltning.servicesenter@nav.no

Questions on exemption from Norwegian National Insurance:

NAV Madla Welfare

Postal address: P.O.Box 484
NO-4090 Hafslsfjord

Phone no: + 47 815 81 000

WORKING CONDITIONS:

The Norwegian Labour Inspection Authority's answering service

Phone no: 815 48 222

(Monday-Friday 09.00-15.00)

Questions can also be forwarded by e-mail to an answering service at:

svartjenesten@arbeidstilsynet.no

Internet adress: www.arbeidstilsynet.no

Information in Polish:

You may also address the Labour Inspection Authority's answering service in Polish. Use the password POLSKI when they answer. For employment contracts, fact sheets, brochures and other information in Polish, please see www.arbeidstilsynet.no/pl

WORKING CONDITIONS IN THE PETROLEUM INDUSTRY:

The Petroleum Safety Authority Norway

Phone no: + 47 51 87 60 00

E-mail: postboks@ptil.no

Internet address: www.ptil.no



www.arbeidstilsynet.no



www.nav.no



PETROLEUMSTILSYNET

www.ptil.no



Skatteetaten

www.skatteetaten.no

UDI

Utlendingsdirektoratet

www.udi.no

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