



The Norwegian  
Tax Administration

## Information about employees (RF 1198)

The Norwegian Tax Administration  
P.O. Box 9200 Grønland  
NO-0134 OSLO  
Tel.: +47 22 07 70 00  
E-mail: oar@skatteetaten.no

### 1 Type of report Choose from one of the following options

<input type="checkbox"/> New		
<input type="checkbox"/> Additional employees/ work periods		
<input type="checkbox"/> Amended report	Date for previous report (dd.mm.yyyy)	Contract number
<input type="checkbox"/> Cancel previous report	Date for previous report (dd.mm.yyyy)	Contract number

### 2 Information about the contractors Please use capital letters

Reporting entity/employer	Norwegian organisation number	If no Norwegian organisation number, state registration number in country of residence
Your client	Norwegian organisation number	If no Norwegian organisation number, state registration number in country of residence
Contract number		

Please complete if you (reporting entity/employer) do not have a Norwegian organisation number

Address in country of residence
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### 3 Information about the contract

Is the work performed onshore or offshore? (Choose both if work is performed both onshore and offshore)

☐ Onshore ☐ Offshore

Municipality onshore	Place of work onshore	Place of work offshore/vessel
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☐ The contract is construction or assembly work

☐ Subcontractors have been engaged on this contract

Reporting obligation for contracts with subcontractors:

If subcontractor is a foreign entity, please complete a separate form RF 1199 "Information about contracts and contractors"

### 4 Contact information

Name of contact person	
E-mail address	Telephone number
Date (dd.mm.yyyy)	Signature



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### Employees who already have a Norwegian identification number

Employee works both onshore and offshore?

If the employee is to work both onshore and offshore, please report each work period separate. Use multiple rows for the employee in these cases.

[illegible]



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### Employees who do not have a Norwegian identification number

Name (surname, all first names)		Birth date (dd.mm.yyyy)		Identity number in country of residence	
Citizenship		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Place of work (Choose both if work is performed both onshore and offshore) <input type="checkbox"/> Onshore <input type="checkbox"/> Offshore	
First day of work onshore (dd.mm.yyyy)	Last day of work onshore (dd.mm.yyyy)		First day of work offshore (dd.mm.yyyy)		Last day of work offshore (dd.mm.yyyy)

Address in Norway, street name		Address in country of residence		Country	
Post code	Place				
Telephone number	E-mail address		<input type="checkbox"/> I confirm the person's identity <input type="checkbox"/> Enclosed copy of ID document		

Type of identification document (passport, driver's license, national ID card)		Identification document number			
Issued by authority	Issued by country	Valid from (dd.mm.yyyy)		Valid to (dd.mm.yyyy)	

Name (surname, all first names)		Birth date (dd.mm.yyyy)		Identity number in country of residence	
Citizenship		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Place of work (Choose both if work is performed both onshore and offshore) <input type="checkbox"/> Onshore <input type="checkbox"/> Offshore	
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### About the form

The information must be submitted online via the portal assignment and employee register on [skatteetaten.no](https://skatteetaten.no). The forms can be printed from [skatteetaten.no](https://skatteetaten.no).

The form should be completed by all foreign employers who due to contractual obligations have employees working in Norway or on the continental shelf.

The information should be submitted to the Norwegian Tax Administration the 5th of the month after the work starts. If the work starts after the 20th in a month, the deadline is the 15th of the month after the work starts.

A copy of a photo Identification paper, which also contains the employee's name, date of birth, gender and nationality should be enclosed. The employer must also confirm the employee's identity.

If the contractor/employer has engaged subcontractors resident abroad, this should be reported on form RF 1199.

If changes occur after the information has been submitted, corrected information must be submitted no later than the 5th of the month after change occurred. If the change occurred after the 20th in a month, the deadline is the 15th of the month after.

Failure to comply with the obligation to submit information can result in sanctions in the form of enforcement fines, or penalty charges, cf. the Tax Administration Act sections 14-1 and 14-7.

For more information, see [skatteetaten.no](https://skatteetaten.no). Questions regarding reporting pursuant to the Tax Administration Act section 7-6 can be directed to the Norwegian Tax Administration, +47 22 07 70 00 or [oar@skatteetaten.no](mailto:oar@skatteetaten.no).