

INSTRUCTIONS - DECLARATION OF A CHANGE OR TERMINATION IN RESPECT OF A BUSINESS WITH EMPLOYEES BUT NO FIXED ESTABLISHMENT IN FRANCE

This form can be used to notify one or more changes/terminations.

MANDATORY INFORMATION

Sections 1 and 2 (or 3) and sections 12 and 14 must be completed in all cases

TO NOTIFY a CHANGE OF SITUATION	Complete section(s)	TO NOTIFY a CHANGE of business particulars	Complete section(s)
Opening of a place of business in France	8	Change of name of the undertaking	4 - 2bis or 3bis - 6
Additional activity	7	Change of address :	
		- address of the undertaking	4 - 5 - 6
		- mailing address	13
		Change of official register	4, 6
		Change of business activity	7
		Change concerning the representative	Complete section(s)
			11 - 11bis

IMPORTANT : please specify the date of effect (day, month, year) of each change/termination (mandatory).
To avoid receiving reminder letters, please provide all the information requested on the form.

> DEFINITIONS AND INSTRUCTIONS FOR COMPLETING FORM E2

BUSINESS PARTICULARS BEFORE CHANGE OR TERMINATION

1	SIRET number : enter your 14 digit SIRET number	
	LEGAL PERSON (commercial company, non-profit organisation, etc.)	NATURAL PERSON (sole proprietorship)
2	Legal name : enter the business name, acronym, corporate name, legal form, etc. as they appear in the articles of association.	Name : enter your name as it appears on your birth/marriage certificate and identity documents.
	Address : provide the address of the headquarters abroad or the main address before the change.	

NEW BUSINESS PARTICULARS

4	With effect from : enter the date of effect of any change notified in Sections 2bis, 3bis, 5 and/or 6 (day, month, year).	
	LEGAL PERSON (commercial company, non-profit organisation, etc.)	NATURAL PERSON (sole proprietorship)
2 bis	Legal name : enter the business name, acronym, corporate name, legal form, etc. as they appear in the articles of association Trade name : enter the name under which the company conducts its business and by which it is known to the public. This information must be entered exactly as it appears in the articles of association.	Last Name: enter you name as it appears on your birth/marriage certificate and identity documents. Date of Birth, Country: this information is mandatory.
5	Address : provide the new address of headquarters abroad or main address. Please give your full address to ensure that all correspondence reaches you.	
6	Official register abroad : if applicable, give the details of registration of the business or activity with the competent authorities abroad.	

NEW BUSINESS ACTIVITY / ACTIVITIES

7 The date is mandatory (*day, month, year*).
Specify the new business activities carried on in France.

Main activity : in the case of more than one activity, state the activity you consider to be your main activity. This will determine your APE (Activité Principale Exercée) code issued by the French national statistics institute, INSEE.

OPENING OF AN ESTABLISHMENT IN FRANCE

8 The date is mandatory (*day, month, year*).
Caution, you should also file all mandatory declarations with the competent Centre de Formalités des Entreprises, which will depend on the location of the establishment and the nature of the business activity.

If you have completed box 8, 9 or 10, the Urssaf du Bas-Rhin will close your contribution account.

TERMINATION OF BUSINESS

9 The date is mandatory (*day, month, year*).

END OF EMPLOYMENT OF EMPLOYEES SUBJECT TO THE FRENCH SOCIAL SECURITY SCHEME

10 The date is mandatory (*day, month, year*).

APPOINTMENT, CHANGE OR REMOVAL OF REPRESENTATIVE IN FRANCE

11 This section should be completed in any of the following cases: appointment of a representative, change of the representative's particulars, removal of the representative or change of representative.

Tick the appropriate box and enter the date of effect (*day, month, year*) – Sections 11 and 11bis.

- If you are appointing a representative for the first time, complete Section 11 only.
- If the particulars of your representative have changed, give their new particulars in Section 11 and previous ones in Section 11bis.
- If you no longer have a representative, complete Section 11bis only, giving the particulars of your former representative.
- If you have appointed a new representative, give the particulars of your new representative in Section 11 and the particulars of the former one in Section 11bis.

Under Article L243-1-2 of the French Social Security Code, an employer with no place of business in France is required to submit declarations and payments of social security contributions provided for by law or agreement, to a single collection office. To this effect, the employer may appoint a representative who is a resident in France and who is personally responsible for filing declarations and payment of the related contributions.

TAX STATUS

12 To be completed in all cases.
For information purposes only. Completing this section does not exempt you from filing tax returns.

NEW MAILING ADDRESS

13 This section should only be completed if the mailing address has changed. (Complete even if the new mailing address is the same as the address of the business or the representative in France.)
Please include an e-mail address, telephone number and fax number so that you can be contacted easily.

ADDITIONAL INFORMATION

14 To be completed in all cases.
The name and signature are mandatory.