

Cutting Red Tape

Comparing Administrative Burdens across Countries

ANNEX B1



ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT

ANNEX B1. BREAKDOWN OF COMMON AND ADDITIONAL DATA REQUIREMENTS

1. Keeping a truck on the road: Applying for a national permit for road freight transport

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ¹	New Zealand	Belgium ²	France	Canada	Italy	Common term
<u>Identical data requirements</u>											
Fill out the application form					Filling in the application form		Written application			Filling the form	Filling in the form
	ID of business	Registered capital and business capital	Name and address of applicant	Information about the company: name, legal form, address of the company's headquarters and branch establishments	ID of Business	Name and address of applicant	- Company details (telephone, fax, email, address)	Identification of business	Operator's general information (Name(s), address(es), phone/fax numbers, email), CVOR #, RIN #, Type of Operator (For-Hire/Private/Owner-Operator/Other), Authorised Signatures	Business Id (address, VAT no.,	Business ID

1. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

2. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ¹	New Zealand	Belgium ²	France	Canada	Italy	Common term
- Certificate of registration in trade register - Excerpt of trade register	Copy of proof of registration as a business enterprise	If exist branch address	Attestation on firm if the applicant is a firm (i.e. certificate report)	Do.	Business registration nr		Business registration nr.		Number of Ontario Motor Vehicle Inspection Stations (incl. License #)	No of enrolment in Chamber of commerce Registry (not requir. for indiv. Busin.)	Proof of Business registration
		Traffic card, registration card copy and fleet list		number and type of vehicles of the company,			License plates of all vehicles				Registration number and vehicle type
		Responsible persons ID	person responsible for the management of the company	person responsible for the management of the company,	Responsible persons ID	Personal details on every person deemed responsible (- SA11)	Is no longer a requirement for companies established after 2002	Identification of the person responsible for the transport activity	Corporate data for all Officers, Directors or Partners (incl. President /CEO/CFO): RIN#, driver's license #, issuing province, sex, birth date, name, address, job title	Personal data, copy of Id, copy of fiscal ID no. (for corporations also required the composition of the Board)	Information on person responsible
Declaration of good financial standing	Proof of financial standing		- Payment guarantee from bank and insurance - Attestation from	Documentations on Good financial standing	Document of the applicant's financial situation.	-----	Proof of financial capacity	Proof of good financial standing		Proof of Financial capacity	Good financial standing

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ¹	New Zealand	Belgium ²	France	Canada	Italy	Common term
			treasurer - Attestation from tax collector. - Attestation from registry for bankruptcy Attestation on taxes Attestation on VAT								
Copy certificate of professional competence	Proof of professional competence	Professional competence document	Certificate for passed exam: drivers license	Proof of professional competence	Doc regarding requirements of qualifications	Obtain a certificate of law and practice (- SA11, - SA14)	Proof of professional capacity	Proof of professional competence	Indicate if the operator is a recognized Authority under Ontario's Driver Certification Program (Yes/No)	Professional ability	Professional competence

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ³	New Zealand	Belgium ⁴	France	Canada	Italy	Common term
certificate of good repute	Proof of good repute	Good repute	Attestation from police	proof of good repute	----- -	-----	Proof of good conduct and behavior	Declaration of good repute		Good repute	Good repute
		signature		Signature							Signature
<u>Additional requirements</u>											
	Copy of shareholder register (C)	FOR L,M, N, P licenses, required to have the usage right of independent movable property (C)		3. answering of further questions, where appropriate: sometimes required in the framework of a check at the hauler's premises (E)	Keeping the permission in the vehicle (c)		Bank procuration (c)		Preferred language (English/French)	Delivering the form	
							Contract between employer and holder of the proof of professional capacity (c)		Complete checklist of type of commodities being transported (incl. Dangerous Goods info)		

3. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

4. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
									Indication of operator operating outside of Ontario (Yes/No)		
									National Safety Code Numbers (Issuing Jurisdiction & NSC #)		
									US DOT # (if applicable), IFTA Account #, IFTA Issuing Jurisdiction		

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
									Commercial Motor Vehicle Fleet size information (Time Period/ CMVs owned/lease, kilometres driven within and outside of Ontario, number of drivers)		
									Operator's declaration		
									Operator's insurance information (company name and policy #)		

2. Keeping a truck on the road: Applying for a renewal

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
		Application including: title, type of transport, license, transport license number, phone and fax numbers and address	identification	Information about the company: name, legal form, address of the company's headquarters and branch establishments	- Applying for renewal of national permit for road freight transport.			Identification of business		Business Id (address, VAT no., For person responsible: Personal data, copy of Id, copy of fiscal ID no. (for corporations also required the composition of the Board) Filling the form	ID of company
Declaration of good financial standing	Show proof of continued good financial standing.	-----	---	proof of financial standing	Document of the applicant's financial situation.	----- -		Proof of good financial standing State of financial standing		Financial Capacity (B)	Good financial standing

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Copy certificate of professional competence	Continued good professional competence	-----	---	proof of professional competence	-----	----- -				Professional Ability	Professional competence
Certificate of good repute	Continued good repute	-----	Apply for a police certificate of good repute	proof of good repute	-----	----- -				Good Repute (cert. or declaration) (B),	Good repute
		signature		Signature							Signature
<u>Additional requirements</u>											
				Poss. Respond to further questions (E)			Payment			Delivering the form	

3. Keeping a truck on the road: Registration of vehicle

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ⁵	France	Canada	Italy	Common term
Identical data requirements											
proof of Identity	Identity of business	Name, tax number, place vehicle is bought, etc.	Identity card	Information about the vehicle keeper: identity card and, where appropriate, written authorisation of the vehicle keeper	name address etc.	owner's details	Company/ap plicant details (name, address, Business registration number)	Owner's details	Operator's general information (Name(s), address(es), phone/fax numbers, email); Plate #	Certif. (or declaration) of residence (B), Copy of ID (B), Fiscal data and copy of fiscal ID	Id of owner/ business
	Identity of vehicle	License plate, feature of vehicle	----- -	Information about the vehicle: title document, EU certificate of conformity	Administrative burdens connected to purchasing number plates	vehicle details	Details on the vehicle (is on customs vignette 705)	Vehicle details			information on vehicle
		Technical approval document	Technical approval		Standard approval		Administrative control			Vehicle conformity information	Approval
		liability insurance	Certificate of third party liability insurance	duly completed insurance cover note			Vignet + signature from insurer proving that a insurance for liability has been issued				Third party insurance/liability

5. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ⁵	France	Canada	Italy	Common term
Applying for first part issuing of registration certificate			First time registration form		Registration form	Check details on pre-printed re-licensing alter if necessary then submit the form to an authorised agent. (c)	Registration form			Filling the registration form	Registration form
		Delivering registration form with necessary supplements			Delivering the registration form with necessary supplements (B)		Obtain the registration document from the dealer. Deposit the registration certificate in each vehicle			Delivering the reg. form	Delivering registration form with supplements
		Receipt for paid fee	- Receipt for paid re registration fee - Receipt for paid annual fee	bank details / direct debit mandate for the payment of motor vehicle tax					Payment Information	Tax payment receipt	Receipt for paid fee

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ⁶	France	Canada	Italy	Common term
Applying for part two of registration certificate (B)			Re-registration form – change of owner			Provide new owners name and address to authorised agent each time there is a change of ownership of the vehicle					Change of owner
	Signature						Date and signature				Signature
<u>Additional data requirements</u>											
		Second hand vehicle: document that the vehicle does not have tax debt or traffic penalties (C)							Operator's insurance information (company name and policy #)	Certificate of Chamber of Commerce (C),	
		Second hand vehicle: Sales procedures conducted at the notaries (C)							Odometer Reading (for light commercial vehicles only <30 000kg)		

6. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ⁷	France	Canada	Italy	Common term
		Second hand vehicles: vehicle examination (C)							Vehicle emissions pass report		
		second hand vehicle: Document demonstrating technical changes (C)									

4. Keeping a truck on the road: International – EU permit

Netherlands	Sweden	Turkey	Norway	Germany ⁸	Denmark ⁹	New Zealand	Belgium ¹⁰	France	Canada	Italy	Common term
<u>Identical data requirements</u>											
----- -----	Stating company data in application	-----	- Identification of firm - Firm	Information about the company: name, legal	Basic data about the applicant	----- ---	- Written application (b)	Identification of business		Personal data of repr. of the firm, no. of enrolment in	Data on applicant/firm

7. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.
8. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.
9. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.
10. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany ⁸	Denmark ⁹	New Zealand	Belgium ¹⁰	France	Canada	Italy	Common term
			attestation (Name, type of firm, etc)	form, address of the company's headquarters and branch establishments			- Company details			Register	
-----	Stating number of vehicles used for international transport	-----	-----	Number and type of vehicles of the company,	Number of permissions	-----	License plates of vehicles				Number of permissions/ vehicles used
			Applying for number of copies	number of copies requested, number of existing copies of the Community authorisation	Number of copies						Number of copies
-----	signature	-----	Signature	Signature	Date/signature	----- ---	Signature				Signature
- Good financial standing (annual account with an audit certificate report of	-----	-----	Attestation of annual account	Documentation on financial standing.	-----	-----	Proof of financial capacity			Proof of financial capacity	Proof of financial standing

Netherlands	Sweden	Turkey	Norway	Germany ⁸	Denmark ⁹	New Zealand	Belgium ¹⁰	France	Canada	Italy	Common term
actual connections concerning minimum presence of risk bearing capital)											
Professional competence (Examination office for professional transport or EC-declaration)	-----	-----		proof of professional competence	-----	-----	Proof of professional capacity			Professional ability	Professional competence
			Attestation from police	Proof of good repute.	-----		Proof of good conduct and behavior			Declaration of international Profession. Competence Good repute	Proof of good repute
<u>Additional data requirements</u>											
				Poss. Respond to further questions (E)			Contract between employer and holder of the proof of professional capacity (C)			Filling the request for the permit to the Ministry and (later) to the Provincial	

Netherlands	Sweden	Turkey	Norway	Germany ⁸	Denmark ⁹	New Zealand	Belgium ¹⁰	France	Canada	Italy	Common term
										Office for obtaining the copy of the permit	
							Bank procuration (C)			Delivering the request for the certificate and the copy (see above)	

5. Keeping a truck on the road: International – CEMT permit

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
Request an application form; collect the required information; fill out the form and send it to NIWO	Information on company data in application	Title, type of transport license, transport license number, phone and fax numbers and address	Identification of firm, from or through which countries the permit is to be used	Information about the applicant: name, address, new application or renewal, details on whether holder of a national and/or a Community authorisation.	Basic data regarding the applicant	-----	Do.	Identification of business		Ownership of licence ECMT (D) Filling the form	Data on company/ applicant

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
	Information on type of permit (GL,GSL,EURO3,EUR O4)	Do.	type of permit	Details on the type and number of ECMT licenses requested	Types of permission (number of each type, there are six different permissions to choose from).	-----		Details on the type and number of ECMT licences requested		Number of transports on the relation (D),	Type of license/ permission applied for
	Information of vehicles to be used	Total number of vehicles to be used	type of vehicle	---	-----	-----	Certificates of conformity	- List of vehicles - Certificate of Euro norms compliance certificate of each vehicle		Number of vehicles (euro 2 and 3) (D),	Information on the vehicles being used.
	Applicant's signature	Signature	Date and signature	Signature	Date and signature	-----					Signature
	Enclosing copy of EU permit for freight transport and copies of vehicle authorisation	-----	EU permission or police certificate no older than 3 month/international permit	Supporting documents: copy of the national or Community authorization, business registration certificate / business registration	-----	-----	Number of permit for EU transport			Enclosing the permit	Enclosing EU permit

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
				change certificate, current extract from the commercial register.							
<u>Additional data requirements</u>											
		Numbers of green vehicles (C)		In the case of new applications: Add list of relevant transport operations. (C)						Enrolment in the Register (D),	
										Enrolment in the TIR Register (D),	
										Finding, Reading and understanding the Decree for the award of the ECMT licences	

6. Keeping a truck on the road: International – bilateral or multilateral permit

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
Applying for a transport authorization	Information on company data in application form	Application includes the following: Title, type of transport license, transport license number, phone and fax number and address.	identification of firm	Information about the applicant (name, address, desired delivery method)	Basic data about the applicant (ID number, name, address and phone number) - State whether the permission should be sent by mail or picked up at the Road Safety and Transport agency (A)	-----	Name and address of applicant	Identification of business	IRP Application - Form 1: Carrier Fleet Information - Operator's general information (Name(s), address(es), phone/fax numbers, email), RIN #, RIN # regulation year, CVOR #, Business # ,Type of Operator (For-Hire/Private/ - IFTA Member (applied/yes/no, IFTA Account #, IRP account #)		Data on company/ applicant

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
	Proof of permit to conduct road freight transport.	transport license number	EU permit identification and duration	In the case of new applications: enclosure of a copy of the national/Community authorization	-----	-----	Number of permit for EU transport				Proof of permit to conduct road freight transport/EU permit
-----	Information on planned route. (destination and transfer countries)	type of transport license	Transit and 3 rd country per country	Information about the type and number of authorizations required	Type of permit (numbers, to x country and date of transport)	-----	Number of requested permits	Form or through which countries the permit is to be used	IRP Application - Form 2: Fleet Declaration - - Operator's Name, IRP account #, RIN #, Authorized Signatures For each jurisdiction: - Actual, and estimated or prorated distance - Actual, and estimated distance period dates - Total - Actual and Estimated		Type of permit requested/destination

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
									distance for all jurisdictions Total Actual and Estimated distance for all jurisdictions - Mandatory Estimated Distance Declaration ("method 1" or "method 2")		
----- ----	Information on vehicles for transport (reg. nr.)	Do.	Number plates (reg. nr)	----- -----	----- ----	-----	Information on the vehicle	Number of vehicles			Information on vehicles used
----- ----	Signature	Signature	Signature	Signature	Date and signature	-----	Do.				Signature

Additional data requirements											
Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
	Information on dates of the transport (s) (c)		Load and unload per country (C)								

For Canada, there are many additional requirements which are listed below:

IRP

- IRP Application Form 1: Carrier Fleet Information
- Fleet transaction type checklist (New/Renewal/Replace/Delete/...)
- Operator's insurance information (company name and policy #)
- Operator's insurance expiry date
- Mandatory Estimated Distance Declaration ("method 1" or "method 2")
- IRP Application Form 3: Gross Vehicle Weight Schedule
- Weight group #
- Operator's Name, RIN #, Authorized Signatures
- IRP account #
- Total weight operator is carrying (in kg) for all jurisdictions. If weight varies 10% in jurisdiction(s), provide brief explanation
- IRP Application Form 4: Vehicle Information for Truck/Trailer
- Operator's Name, Contact Information (name and phone/fax number), Type of Operator (For-Hire/Private/Owner-Operator/Other)
- IRP account #
- RIN #, RIN # regulation year, Fleet #
- *Section A: For each vehicle:* Transaction Code, Owner's Unit #, Weight group #, Plate #, VIN #, Vehicle color, Vehicle year and make
- Type of Fuel used (diesel/gas/propane/gasohol/other)
- *Section B: For each vehicle:* # of truck axles, # of trailer axles, Tare weight, Purchase amount/lease capital cost, Date of purchase/lease, Factory Price, Trade-in Value
- *Section C - For each vehicle:* Declare the annual km over 16 093
- Operator's insurance information (company name and policy #)
- Operator's insurance expiry date
- *Section D - For each vehicle:* True Lease/Third Party Lease, RIN: Owner/Operator (if leased), Owner/Operator Name, IFTA Account # (if different from fleet)

- Authorised Signatures
- Driver's name, Owner's Unit #, Vehicle year and make, VIN #, Fleet #, Prorate Account #, Plate #
- Month of recording period
- Total monthly odometer reading (start and stop)
- Allocation of Distance by Province/State:
 - Date (start and end);
 - Trip origin and destination;
 - Odometer reading (start and end) (may be waived by base jurisdiction);
 - Total trip distance;
 - Route of travel (may be waived by base jurisdiction)
- At discretion of base jurisdiction (401.2):
 1. Vehicle fleet number;
 2. Registrant's name;
 3. Trailer number;
 4. Driver's signature and/or name.
- "Individual Vehicle Distance Record (IVDR)" form Annual reports / summaries
- Driver's name
- Owner's Unit #
- Vehicle year and make
- VIN
- Fleet #
- Prorate Account #
- Plate #
- Year of recording period
- Total annual odometer reading (start and stop)
- Allocation of Distance By Province/State by month:

- Total trip distance;
- Route of travel (may be waived by base jurisdiction);

IFTA

- Type of Ownership (Individual/Corp./Partnership/Other), Operator's general information (Name(s), address(es), phone/fax numbers, email), Contact Information (name and phone/fax number), Owner, Partner of Corporate Officer information (name, address, and phone), Authorized Signatures
- The account identification number specified in IFTA Procedures Manual Section P200;
- IFTA Account #, IFTA Issuing Jurisdiction, The Year(s) as IFTA Member, IRP account #
- Is Bulk storage maintained? Jurisdiction
- Consolidated Fleet Fuel Reporting request (Yes/No)
- Type of Fuel used (diesel/gas/propane/gasohol/other)
- Number of IFTA decals required by licensee

7. Keeping a truck on the road: Adherence to the CMR treaty

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹¹	France	Canada	Italy	Common term
Identical data requirements											
Fill out consignment note	Place and date of the issuing of the consignment note	Place and date of issuing consignment note	place and date of note,	Mandatory details: place and date of issue and name and address of the consignor/hauler/consignee	Place and date		Place and date of issuing				Place and date of issuing the consignment note
	The sender of the goods	Name and address of sender	Identification of consignor	Do.	The senders name and address		Name and address of the sender		Consignor's name		ID of sender
	Identity of the transport company	Identity and address of transport company	Identification of transporter		The carriers name and address		Name and address, license nr of transporter				ID of transport company
	Destination of the goods	destination of goods and delivery date	place and data for takeover and destination,	place and date of acceptance and delivery of the consignment	Place and date when the goods are handed over and the destination		Place of delivery	Place and date of taking over the goods	Shipment information: originating point of the shipment, destination and date		Place and date of arrival at destination
	Identity of receiver	Identity and address of receiver	Identification of recipient	Do.	The recipient's name and address.		Name and address of the receiver	ID of stakeholders			Identity of receiver

11. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹²	France	Canada	Italy	Common term
	Information about the packaging of goods.	information on packaging of goods	type of goods and packaging, items	description of the goods and the packaging	The name of the type of goods and how it is packed.		Nature of the goods transported		The particulars of the goods comprising the shipment (# of packages, weight and description)		Type of goods and packaging.
	Number of packages and their marking	number of packages	numbers and marks, items	. number and description of packages	Number of items, their numbers and marks.		Cfr nature of the foods transport/type of goods and packaging	Shipping marks	Do.		Number of packages and their marks
	Gross weight of the goods or other information on quantity of the goods	Gross weight of goods or other information on the quantity	weight or quantity,	Do.	The Gross weight of the goods or another statement o the amount.		Cfr nature of the foods transport/type of goods and packaging		Do.		Gross weight/ quantity carried.
	Information about the costs related to the transport of the goods	information on the costs related to the transport of goods and guidelines	costs	-----	Cost of the transport.		Transport related costs				Cost of the transport

12. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹²	France	Canada	Italy	Common term
	and guidelines.										
	Guidelines on customs	Guidelines on customs and other formalities	customs remarks	instructions for customs clearance	Instructions regarding custom administration and other formalities		Instructions of the sender				Instructions on customs.
	----- --	Proclamation the transports is conducted in accordance with the CMR treaty	proclamation that the transport is conducted in accordance with the CMR treaty	----- ----- -----	Declaration confirming that the transport is in accordance with the CMR treaty.				Indication that the uniform conditions of carriage apply (checkbox)		Document confirming that the transport is in adherence to CMR treaty

For Canada, there are many additional data requirements listed below:

- Consignee's general information (Name, address, phone number);
- The name of the originating carrier issuing the bill of lading;
- The names of connecting carriers, if any;
- Declared valuation of the shipment, if any;
- C.O.D information: whether the charges are prepaid or collect, amount to be collected by the carrier on a C.O.D. shipment;
- An acknowledgment of receipt by the carrier or the intermediary of the goods therein described indicating whether the goods were received in apparent good order and condition;
- An undertaking by the carrier or the intermediary to carry the goods for delivery to the consignee or the person entitled to receive the goods;
- The signed acceptance by or on behalf of the issuing carrier or issuing intermediary and the consignor of the conditions contained, or deemed to be contained, therein;
- A statement of the notice of claim requirements in the uniform conditions of carriage

8. Keeping a truck on the road: Providing and/ or storing information on hours of service

Netherlands	Sweden	Turkey	Norway ¹³ (OLD)	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
	Provision of personal time book	Ordering time book					Application driver's card			Request and installation of relevant instruments (tachigraph and cards)	Ordering time book
Registering driving times by the driver	- Entry notes into time books - usage of recording equipment	- Daily commencement and terminating hours of work - Working period	Registering information	Driver: proper record sheets for the current day, the working days of the current week and the last working day of the previous week (-SA5)	(Analogous tachograph) The tachograph has to be filled in with information about: - at the beginning and the termination of the trip: time and place (Analogous tachograph) The tachograph has to be filled in with information about: If the driver changes to another vehicle	Drivers must have a logbook while driving (-SA12)	Download info from tachographe using the company card • Information on activity (driving, working, waiting time, resting, time spent next to driver) • Information on status (alone/team) • Place at the beginning and end of	Journey done by the employee Dates and hours of services - Identification of the employee	- Starting time of the day being recorded, if the day does not start at midnight. - Total time spent in each duty status during the day. - city, town, village or highway location and province or state where driver's duty status	Registration and examination of data (per vehicle)	Registering working time and place

13. Norway has also reported information for the digital tachograph however these are not included in the analyses in agreement with Norway.

Netherlands	Sweden	Turkey	Norway ¹³ (OLD)	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
					<p>and employ a new diagram sheet – the registration number from the former vehicle has to be written on the new diagram sheet. And the registration number from the new vehicle is written on the back side of the old diagram sheet.</p> <p>(A) (Analogous tachograph) The tachograph has to be filled in w/ information about:</p> <ul style="list-style-type: none"> • name and last name • The number on the odometer before the first trip, at the end of the last trip etc. (A) • The 		<p>the drive (country)</p> <ul style="list-style-type: none"> • Kilometre stand • Distance covered • Speed 		<p>changes. - Odometer reading recorded by the driver for each commercial motor vehicle he or she drives at the start of each driving period of day. - - Driver's/co-driver's name(s) - Total distance driven by driver.</p>		

Netherlands	Sweden	Turkey	Norway ¹³ (OLD)	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
					registration number of the vehicle • (A)						
Archiving the information on driving times is mandatory for the company	Storage of notes in time books	Storage of data	Storing information	Hauler: proper record sheets, ordered, for all drivers and a period of at least one year, (digital recording equipment: proper electronic records / print-outs for a period of at least two years) (-SA5)	The transport company has to keep the diagram sheets carefully for minimum a year. If requested the company shall hand over the diagram sheets in the order prescribed by the National Commissioners Office	Logbook records must be collected from drivers and held for up to 12 months. (-SA12)	Download info from driver's card			See above	Storage of data
<u>Additional data requirements</u>											
		If exists, informing the representative of the trade union by giving the records (C)					Application company card		Number plate or unit number of each commercial motor vehicle driven and each trailer drawn.	Driver data and photo, copy of driver licence	

Netherlands	Sweden	Turkey	Norway ¹³ (OLD)	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
				Driver: certificate stating the days not worked in the aforementione d period (- SA5) (C)					Name of operator or operators for whom driver drives during the day and their main office addresses.	Tax payment receipt	
				Hauler: certificate stating the days not worked in the aforementione d period (C)					Date and driver's signature.	Firm data (incl. Fiscal data)	

Netherlands	Sweden	Turkey	Norway ¹⁴ (OLD)	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
									Graph grid and with the following: 1. Periods of time the driver is, off duty, off duty in a sleeper berth, on duty, not driving, and driving. 2. Total time for each duty status 3. Sum for total times for each duty status shall be twenty-four hours.		

14. Norway has also reported information for the digital tachograph however these are not included in the analyses in agreement with Norway.

9. Keeping a truck: applying for a permit for a special transport

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹⁵	France	Canada	Italy	Common term
Identical data requirements											
Fill out the application form	Identity of business	Name, last name and address.	Identification of applicant	Information about the company (name, address, phone/fax number, contact person)	Basic data about the business (Company name, CVR number, name of the person filing the application, phone and fax number)	-----	Details on the company <ul style="list-style-type: none"> • Application document • Business registration number • Address of the applicant • Address of departure and arrival 	Identification of the company	Operator's general information (Name(s), address(es), phone/fax numbers, email), Type of Application checklist, Payment method checklist, CVOR #, Contact Information (name and phone/fax number), Authorised Signatures	Firm Data (C),	Data of business/ applicant

15. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹⁶	France	Canada	Italy	Common term
Description of the planned route	Planned route	<ul style="list-style-type: none"> Starting and destination points of transport Start and end date of transport. 	<ul style="list-style-type: none"> Route description Information about the transport operation (date, number of journeys, convoy, place of departure and destination, load description) 	<ul style="list-style-type: none"> Route description Information about the transport operation (date, number of journeys, convoy, place of departure and destination, load description) 	Date, time and destination for the transport, including a suggestion for a route	<ul style="list-style-type: none"> Provision of departure point and destination Detailed route description Address of departure and arrival 	Route description	Description of the planned road	Proposed Movement Information: start/end dates, border crossing, origin and destination addresses, route, distance, bill of lading number, request type	<ul style="list-style-type: none"> Description of the itinerary Declaration of no obstacle on itinerary 	Describing the planned route
-----	Information about the cargo	Information about loads (weight, type, pieces for assembly)	Information about the load,		Characteristics regarding the goods.	-----	Info on the goods/load	Characteristics of the cargo	Description of what is being moved: load measurements		Information about the cargo

16. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹⁷	France	Canada	Italy	Common term
-----	-----	-----	Type of application	Information about the kind of authorisation applied for (single journey/permanent authorisation, permits for transport operations with exceptionally large/heavy vehicles or exemption permits for the carriage of exceptionally large/heavy loads)	Type of permission (general, single or route permission) and the type of goods.	-----	Type of permit	Nature and duration of the autorisation			Type of permission

17. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹⁸	France	Canada	Italy	Common term
-----	Information about the vehicle	Information about the vehicle (type, model, license, weight without load, numbers of axle, length of axles, weight of axles with load, measurements of tires, numbers of tires, measurement of vehicle when loaded.	Information about the vehicle.	Information about the vehicles used (vehicle registration number, vehicle type, length, breadth, overhanging loads, axles, total weight, tyres, track width)	Type of truck	Provision of vehicle mass and/or dimension limits	<ul style="list-style-type: none"> • Details on the vehicle • Details on the transport such as height, weight 	Characteristics of the vehicle	Equipment Information: <ul style="list-style-type: none"> • Checklist of type; • Vehicle and trailer dimensions (width/length/weight) • axle # • # of tires/Axle • tire rating • Tire size • requested weight per axle • axle spacing 	Vehicle information (inc. dimensions) (C), Graphical description of vehicle (enclosed) (C), Copy of vehicle documents and insurance	Information about the vehicle
		Signature	Signature	signature	Date and signature		Signature				Signature

18. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ¹⁹	France	Canada	Italy	Common term
Additional data requirements											
Specific information requirements for various special permits (C)				For transport operations exceeding a distance of 250 km: certificates confirming that transport by rail or waterway is not practicable (C)	Destination (regional police station) (C)			Document justifying the transport (C)	Overall dimensions of vehicle or vehicle combination with load	Receipt of tax payment (C),	
				Declaration on the assumption of liability (C)	If a block car or another wagon is attached – the number/ registration number (c)			Repartition of loads (C)			
								3rd category authorisation (C)			

19. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

10. Keeping a truck on the road: Approval of vehicle for transport of dangerous goods/ADR certificate of approval

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
<u>Identical data requirements</u>											
General test for roadworthiness	Inspection of vehicle	license document	Provide vehicle for control/ Periodic controls	Certificate stating that an annual technical inspection has been carried out (tanks: certificate stating that such inspections have been carried out at shorter intervals, if appropriate) (-SA5)	-----	-----	Technical inspection (ADR = is not the same as periodical technical inspection)				Inspection of vehicle/ Periodic controls
<ul style="list-style-type: none"> • Test for a new tank truck and it's components • Leakage test 	-----	-----	<ul style="list-style-type: none"> • construction approval • fabrication approval • final approval 	For tank/battery vehicles: Certificates for the tanks/batteries: manufacturer, approval #, manufacturer's serial #, year of manufacture, ADR coding)	<ul style="list-style-type: none"> • Describe the tank/ battery if relevant • Remarks (including remarks regarding tank approval) (A) 	-----	Approval certificate for tanks (only for newly registered vehicles)				Documentation on the tank/ battery

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
-----	-----	-----	-----	ADR certificate as type approval certificate for the manufacturer (no individual ADR certificate required)	- Specify the registration number of the vehicle - Specify the brand of the vehicle - Specify the number of the automobile frame - Specify the designation of the vehicle according to the 9.1.1.2 in ADR		- The certificate of conformity - ADR homologation certificate issued by constructor- Certificate of registration of vehicle - previous technical inspection certificate		The type and size of the means of containment used to transport the dangerous goods to which ERAP relates;	Vehicle documents (pre-approval of type of vehicle certificate) (A),	Information on vehicle
Hydraulic test	-----	-----	-----	Manufacturer's certificate for the endurance braking system, if appropriate	-----	-----	Brake system certificate issued by constructor				Information on hydraulics/ breaks

For Italy, additional data requirements are for firm data, (A).

For Canada, additional data requirements are the following:

- Operator's general information (Name, address, telephone number)
- Classification of dangerous goods relating to ERAP
- The geographical area covered by ERAP;
- The telephone number and area code, to activate ERAP immediately;
- Description of emergency response capabilities including:
 - (i) Number of persons qualified to give technical advice by phone
 - (ii) Number of persons qualified and available to give advice and assistance at site of emergency,
 - (iii) List of specialized equipment that can be transported to and used at site of emergency,
 - (iv) General description of response actions capable of being taken at site of emergency,
 - (v) Description of transportation arrangements to bring specialized emergency response personnel and equipment to site of emergency, and (vi) Description of communications systems that can be made available at site of emergency;
- A potential accident assessment including; (i) analysis of how an accidental release could occur, (ii) description of the potential consequences of an accidental release (iii) description of the expected actions of the applicant in the event of an accidental release (i) a copy of any formal agreement with a third party for the provision of assistance.

11. Keeping a truck: Information required to be kept in the vehicle during the transport of dangerous goods

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
Consignment note dangerous goods and shipper declaration/ Un-number - Un-number declaration	Transport documents	Copy of consignment note	The transport documents which shall cover all the dangerous goods transported	Transport document (ADR 5.4.1: UN no. of the substance, proper shipping name of the substance, numbers of the danger label models, packing group of the substance, number and description of packages, total amount of the dangerous goods, name and address of the consignor, name and address of the consignee,		Copy of consignment note and declaration of driver	Transport document Verifying if all documents are on board	UN number Quantity of goods	- Operator's general information (Name, address, telephone number) - Description of each of the dangerous goods: shipping name, technical name, primary class, subsidiary class, UN number, packing group - Quantity of dangerous goods and unit of measure	Goods and packaging documents (A),	Consignment note/ copy of contract

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
				declarations in accordance with the provisions of a special agreement (if appropriate), special provisions for dangerous wastes, special provisions for uncleaned empty means of containment, special provisions for combined transport, provisions for IBCs, special provisions for transport in tank vehicles having several compartments , special provisions for controlled temperature substances, special provisions for							

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
				solid substances carried in bulk containers, special provisions for substances of certain hazard classes) (-SA5)							
			A copy of the main wording of the special contract(s) that have been entered into if the transport is carried out in accordance with such contracts.		A copy of the main content of the special provision that may have been concluded						Special contract
-----	Certificate of ADR approval of vehicle	License document	The approval certificate for each transport unit.	Certificate of approval for the vehicle used, if appropriate (-SA5)	Opt: Certificate of approval described in the 9.1.3. in the ADR rules	-----	ADR certificate Registration certificate vehicle			Approval certificate of vehicle (A)	Certificate of approval of vehicle to transport dangerous goods/ (ADR)

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Security instruction driver	Written safety instructions	Informational forms in the national language shall include 1) physical and chemical characteristics of disposal that will be carried 2) preventive measures that will minimize negative effects on people and environment at times of accident	The written instructions (transport accident card)	Instructions in writing (ADR 5.4.3: instructions on the behavior in the case of an accident or incident during carriage, name of the substance, Hazard class and UN number, nature of the danger, measures to be taken by the driver, special equipment, if appropriate) which have to be carried in the cab	The written specifications described in 5.4.3 in the ADR rules.	Provision of emergency information and	Written safety instructions		- 24-hour contact of consignor for technical info on dangerous goods - 24-hour - contact of OTHER for technical information on dangerous goods	Instructions on treatment of dangerous goods transported (A),	Written safety instruction

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
-----	Stow certificate for container	----- ---	Container stowage certificate	Container packing certificate in accordance with the IMDG Code (ADR 5.4.2: to be provided with the transport document if dangerous goods are carried in a container by sea) (-SA5)	Do.	-----		Kind of container			Stow certificate for container

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
-----	Photo ID of driver	-----	A document in which it is possible to identify the transport personnel. Shall contain a picture	Identity card with photograph for all members of the crew	Picture ID	-----	ID of driver + driver's license (pic)			ID documents of the crew (A),	Picture ID of all people in the vehicle
-----	ID documents for the driver (ADR certificate)	International education diploma	The drivers competence certificate	Training certificate for the driver	Course diploma of the driver	Driver need to show that he/ she holds a dangerous goods endorsement on their driver's license	ADR certificate of driver – proof he has followed courses			Driver ability certificate(A),	Proof of driver's professional competence
-----	-----	Transport permit	The transport permit		Permission to carry out the transport	-----	Transport permit/ licence			Transport authorization (A),	Transport permit

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Exemption of transport of dangerous goods	Transport approval for certain dangerous goods	-----	-----	Special agreements on derogations from the provisions of ADR, e.g. as a result of technical progress (-SA5)	-----	-----					Arrangements or agreements for certain transports

12. Keeping a truck: Appointment of safety advisor

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
-----	Identity of business	-----	information on firm (identification etc.), type of transport,	-----	-----	-----	Do.	Identification of business		Business data	Data on business
	-----	-----	info on ADR competence certificate	Training certificate of the dangerous goods adviser (not older than five years)	-----	-----	Certificate certifying that the advisor followed the necessary course and succeeded in the examination	Safety advisor certificate		Checking the advisor certification and appointment	Proof of/ registration of training
-----	Identity of chosen safety advisor	-----	Identification of safety advisor	The dangerous goods adviser is made known within the company	The business shall in writing appoint one or more safety advisors.	-----	Do.	Identity of chosen safety advisor		Identity of safety advisor	Written identification of the safety advisor

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
			Identification	Appointment in writing of the dangerous goods adviser (if not identical with the transport operator)	The business has to inform the Emergency Management Agency about the Identity of the safety advisor(s) (A)		Notification duty to the Public Service: written notification with name, address, nationality, date of birth, place of activity; legal relation to the company(employee or service contractor), copy of certificate if obtained in different country			Transmission of name of advisor to competent authority	Public notification of safety advisor

13. Keeping a truck: MOT – Vehicle undergoing periodic roadworthiness test

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium ²⁰	France	Canada	Italy	Common term
Identical data requirements											
Applying for a test certificate	-----	-----	Registration number and chassis number.	Inspection sticker			Certificate of registration		Vehicle specific information (licence, plate, make, odometer)	Owner and vehicle data (B),	Registration number/ Test plate/stamp
Handover requested documents	-----	-----	-----	Inspection report or entry in the vehicle registration document					Truck/Tractor checklist - report any defective items on truck		Copy of test data
-----	-----	present vehicle for inspection	Present the vehicle	Presenting vehicle for inspection	-----	Present vehicle to an authorised vehicle testing station at least once every six months, or after serious accident damage.	Technical inspection of vehicle	Presentation of the vehicle		Presentation of vehicle	Present vehicle for inspection

20. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Additional data requirements for Turkey: Receipt for fee payment to be taken to examination station with the vehicle

Additional data requirements for Italy: Regular enrolment in the Registry of Road Transport Operators (C),

Additional data requirements for Canada are the following:

- 13(a) MOT - Vehicle undergoing periodic roadworthiness test (trip inspections)
- Operator's general information (Name, address, phone number), Driver signature
- Trailer checklist - defective items on trailer
- Other remarks
- Checklist for correction of defects
- Mechanic's signature
- 13(b) MOT - Vehicle undergoing periodic roadworthiness test (evidence of repair and compliance)
- Storing and retrieving repair orders, work orders and parts invoices. Supporting documentation, including examination or test results and measurements.
- Operator's general information (Name, address, telephone number)
- Required order # of SSC
- Required order # of Annual Inspection Certificates and Stickers

14. Keeping a truck: Statistical reporting to the authorities

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ²¹	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
[Provide the requested information to the statistical office]		Title, type of transport license, transport license number, phone and fax number, address	Contact person		ID on business		Contact details of the company	Identification of the company			ID on firm
Registration on changes in truck fleet (B)	Reporting vehicle-related data (including weight, age, load capacity etc.)	License plate of the vehicle, type and type of load	Registration number on trailer or semi trailer, if used.	- registration # of the trailer - Details on the vehicle (type, maximum permissible weight, # of axles, maximum payload, date of first registration, kilometre reading at the beginning and at the end of the survey period).	registration number		- Info on the vehicle - Technical details of vehicle - Type of vehicle	Details on the fleet			Information on vehicle

21. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ²²	New Zealand	Belgium	France	Canada	Italy	Common term
Registration of information on rides	Reporting journey-related data (including place of loading, type of journey, weight of goods etc.)	Numbers and amount of transport to Europe and Asia; details of the route taken and total transport charges	Type of transports	type of journey	- International transport (form A and B) - National transport		Do. Information on the use of the vehicle within the week in question (a)				Type of journey
		do	Place of loading	place of loading and unloading including country symbol and postal code, transit states	Place of loading		Loading place				Place of loading
		Name of the city or country where the loading and unloading takes place, entry and exit customs gate, insurance document	Place of unloading	Do.	Place of unloading		Unloading place				Place of unloading

22. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Netherlands	Sweden	Turkey	Norway	Germany	Denmark ²³	New Zealand	Belgium	France	Canada	Italy	Common term
		Distance taken	Driven km/year and period, total and abroad	Distance	Distance driven		Description and details of the route and distance				Distance driven
		Signature	Signature (B)				Signature				Signature
	Reporting goods-related data (including type of goods, type of freight, place of unloading, travelled distance etc.)	Amount of load, freight	Type of cargo Volume ADR-class,	Detailed description of the type of goods			- Nature of goods transported - Quantity of goods transported				Type of load
			Weight, Own, Weight,	Do.			Do.				Weight
			Utilised of cargo compartment	Quantity of goods carried, volume used in %, shape of the load, dimensions of containers carried							Volume used in cargo compartment
Netherlands	Sweden	Turkey	Norway	Germany	Denmark ²⁴	New Zealand	Belgium	France	Canada	Italy	Common term

23. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

24. The country has not measured the data requirements as detailed in Phase two as they have done in previous breakdowns.

Additional data requirements											
								Number and type of employees (C)			
								Number and kind of agreements (C)			

15. Hiring a worker: Informing employee on employment contract

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term	
Identical data requirements												
Make a contract for the new employee (name, employer, wages, working hours, secondary working conditions)	Name and address of employer and employee, as well as starting date for the employment	Start time of employment	the date when the employment relationship started	Details about the employment relationship (dates for the beginning and end of employment, place of work, job description, remuneration, working hours, holiday rules, periods of notice of termination) ONLY SA5	The starting time of the employment	Prepare Employment Agreement Document Make an Offer	Date of commencing/ending of contract	Starting/ending dates Letter of employment (B)				Start time of employment
-----	Whether the employment is temporary or indefinite, as well as period of notice	-----	if the employment relationship is temporary: its expected duration		The expected duration of the employment	-----	Do.	Do.				Duration of employment

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
-----	The employee's title and definition of work tasks	Job definition	Description of the work or the employee's title, job or work category	Do.	Job description		- Description of work - Title, grade, nature, category of work	Type of contract, job title and grade			Job description
-		-----	Workplace: if no permanent workplace or main workplace exists, the employment contract shall state that the employee works at various places and the business address or possibly home address of the employer	Do	The location of the working place		Place of work				Location of workplace

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
----- -	Length of paid vacation and working hours per day/week	-----	the normal daily or weekly working hours	Do	The normal or weekly working hours	Do.	Working hours	Monthly working hours			Weekly working hours
----- -	Do.	-----	the employee's holiday and holiday pay entitlements, and the rules for determining the holiday dates	Do.	The employee's rights regarding holiday		Amount of paid leave	Paid holidays			Holiday rights
----- -	Do.	ID of employer	the parties' identities	Details about the contracting parties (name and address) ONLY SA5	Identification of the employer		Identities of parties				ID of employer
----- -	Do.	Identity information	Do.	Do.	Identification of the employee	Do.	Do.				ID of employee

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
-----	Starting salary and time of payment	Agreed salary	the prevailing or agreed wage when the employment relationship started, any supplements and other remuneration that are not included in the wage, such as pension contributions and daily/accommodation allowances, and the intervals between wages payments		State the current or agreed salary and supplements etc.	Wage and salary	Basic salary	Details of the agreed salary and Minimum salary for 152 hours worked in a month			Agreed salary

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
-----		Signed by both parties	Information on any collective wage agreements that regulate the employment relationship. If the agreements have been entered into by parties outside the company, the contract shall state the parties to the collective wage agreement.	Information with regard to applicable labour contracts, works or employment agreements Only SA5	Specify which collective agreement that regulates the working conditions	Provide bargaining information/ collective agreement if available		Relevant collective labour agreement			Collective agreement
	Do.		The employee's and employer's periods of notice,		Length of notice		- Length of period of notice -Notice periods				Notice

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Write, sign, copy and deliver letter for the new employee			Signed by both parties			Signature by both parties	Signature				Signature
Additional data requirements											
Inform about the objective and method of the precautionary measures (C)						Resolution of employment relationship problems (C)	Roster with working hours (c)*				
Inform new employees of the risks of the work activities (c)						Provide bargaining deliberation (C)	How the salary is determined (per piece, per hour, per month) and how this is being checked ©*				
Inform employees on professional assistance (C)						Obtain tax code declaration (c)	How, when and where salary is being paid (c)*				

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Inform about work related education. (c)						Obtain completed IR330 form (C)	Rights and duties of supervisory personnel (c)*				
							The penalties and reasons for penalties and ways to appeal (c)*				
							Where the First Aid kit is available and how the person responsible for first aid can be contacted (c)*				
						Obtain tax form	Duration of yearly holiday; dates of collectives holidays (c)*				

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
							Names of the members of the enterprise council (c)*				
							Names of the members of the committee for the prevention of work accidents (c)*				
							Names of the union representatives (c)*				
							Address of the labour inspection services (c)*				
							The evidence that the employees have been consulted on the employment regulation (c)*				
							List with the public holidays (c)*				
							Text				

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
							referring to the equal pay treatment for men and women (c)*				
							Name and address of the service for the payment of yearly holiday (c)*				
							Measures taken for the protection of employees against sexual harassment (c)*				
							Mentioning of the relevant Collective Labour Agreements (c)*				
							Way of distributing the common tips received ©*				
							Social Security number of				

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
							employer (c)*				
							Social Security number of employee (c)*				
							If SS number of employee unknown input Name;place of birth;date of birth, country and full address (c)*				
							Indicate sector (c)*				
							Starting (and finishing) date (c)*				

16. Hiring a worker: Reporting tax information to tax authorities - Withholding tax

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
Identification of employee, including a copy of ID Name	-----	Title, tax identification number, identification number, e-mail address, and phone number	Information on employee	Details from the wages tax card (individual details of the employee: tax bracket, tax allowances)	Personal identification number of the employees	Tax Code declaration received by employer stating employee IRD number and tax code	- Address details of employee (281.10) - Family situation of employee (281.10) - Name and address details of employee (325.10)	Identification of the future employee	Employer's name, Employee's name and address, Year of T4, Province of employment (enter abbreviation), Business Number		ID of employee
	Necessary company data		Organisation number, NACe-code, Name, Address, telephone, e-mail		Basic data regarding the business		Name and address of company (274)	Identification of business Number of employees in the company	Do.		ID of employer/firm

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Fill in Wage tax declaration: Name, address, date of birth ,ID-number, start of employment, wage tax number employer, applicable tax rebates and signature	Information on total remuneration and total amount of withheld income tax.	Tax deduction and related stamp tax, name and last name of person who is in charge of taxes	Payroll tax and pre deduction per municipality , municipality number, municipality name, sone, tax, basis for tax and duty, over and under 62 years, rate, estimated tax and pre deducted tax, sum,	Report to be submitted to the competent tax office (wage taxes deducted in the wage payment period which are to be paid to the tax office)	Total/aggregate PAYE tax	Report information on total wages, Calculate tax deducted (including child support/student loan deductions)	- Taxable amount (274) - Salaries and revenues received (281.10) - Salaries and revenues received (325.10)		Box 22 - Income tax deducted		Deduction of tax
Wage tax return naming tax period, # of days worked, wage in cash and kind, deductions, insurance premiums	Period of reporting	Do.	Term, Year		-----	Monthly	Reference period (year, month) for the tax amount to be paid (274)				Period of reporting
	Signature		Sum and signature			Signature	Date and signature (274)				Signature
Additional data requirements											
Annual	Other	Gross amount	Foreign	Details about		Hold	Business	Date and	2(a) Report		

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
statement including total taxable wage, amounts withheld and tax rebates applied. (C)	necessary information (C)	of payments, amount of income tax deduction, numbers of employees, numbers of employees with minimum wage and other waged employees (c)	employers, percent rate, monthly rate (c)	the annual adjustment of wage tax (C)		information for up to seven years.	registration number (281.10) c	hour of entry in the company (C)	information on tax - Withholding Tax (PD7A Form)		
		Name and Last Name, tax identification number, identification number, and e-mail addresses of Independent Accountant Financial Advisor or Independent Accountant preparing the tax declaration form (C)	Address to treasurer (c)	Wage account (wage including bonuses in the wage payment period, wage tax calculated for the wage payment period) (C)		If requested provide a record to the employee of the contributions made to a superannuation fund.	Code of the kind of salary/benefit (274) c	Name and address of the Health Working centre (C)	The end of the remitting period for which deductions were withheld		
			If exceptions (sector) i.e. different payroll tax (C)			Calculate gross wages for period from time sheets/wage book	Company tax amount (274) c	Nature of contract (C)	Gross payroll for remitting period		

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
			Extra rate for amount over 16 G (C)			Send information to IRD		Social qualification for the job (C)	The number of employees in the last pay period		
								Amount of working hours (C)	Operator name, address, and account number (Business Number)		
									The amount paid		
									2(b) Report information on tax - Withholding Tax (T4 Form)		
									Box 12 - Social insurance number		
									Box 14 - Employment income		
									Boxes 16 and 17 - Employee's CPP or QPP contributions		

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
									Box 18 - Employee's EI premiums		
									Box 20 - RPP contributions		
									Box 24 - EI insurable earnings		
									Box 26 - CPP/QPP pensionable earnings		
									Box 28 - Exempt (CPP/QPP, EI and Provincial Parental Insurance Plan)		
									Box 44 - Union dues		
									Box 46 - Charitable donations		

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
									Box 50 - RPP or DPSP registration number		
									Box 52 - Pension adjustment		

17. Hiring a worker: Reporting tax information to tax authorities - Issuing a pay check

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Identical data requirements											
		ID of employee	name of employee, address, account number and employment number		The name and personal identification number of the employee	Name of employee and IRD number	Address details of employee	Employee personal data			ID of employee
		Employer's Name and Last Name and signature	name of employer, organisation number,		Basic data regarding the employer (name, address and CBR/Commercial Register No)		Business registration number				ID of employer

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
Monthly pay-check that states total amount, its components, amounts withheld and minimum wage applicable	Information on paid salary	Salary (monthly, weekly, daily, hourly, or per piece)	Earnings made	Wage account (details about wage paid, wage tax deducted, allowances, contributions to health insurance, unemployment insurance, nursing care insurance and pension insurance etc.)	Specification of income tax at source	Compile records of wages and time	Salaries and revenues received	Employee salary	- The gross amount of wages and, unless the information is provided to the employee in some other manner, how that amount was calculated; - The net amount of wages being paid to the employee.		Income
Do.	Inform the employee of deducted taxes from salary	Amount of tax calculated based on salary	Tax deduction in the period and this far this year.	Do.	Retained PAYE tax	Wages and deductions			The amount and purpose of each deduction from wages;		Amount withheld
		Working hours or time related to salary	Period		Information about the period the income concerns	Pay period		Employee time report	The pay period for which the wages are being paid;		Period of income

Netherlands	Sweden	Turkey	Norway	Germany	Denmark	New Zealand	Belgium	France	Canada	Italy	Common term
<u>Additional data requirements</u>											
Annual statement that employer, employee, tax withheld and other information that may be relevant for income tax purposes (C)		If exists, date and number of tax report book (c)		Annual wage and tax statement (entries in the wages tax card, annual amounts from the wage account) (C)	Retained Labour Market Contribution (c)		Family situation of employee (c)			The wage rate, if there is one;	
		Giving wage statement to the employee and storing a copy of wage statement signed by employees (C)			Specification of Labour Market Contribution Income (c)				Any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23		