

# PDA1 certificate for a posted worker in the EU or EEA under EU Regulations



## Pay Related Social Insurance (PRSI) contributions for posted workers in the EU or EEA

Citizens of the European Union (EU) and the European Economic Area (EEA) have the right to live and work in other member states. You are classed as a posted worker if your employer sends you to work on a temporary basis from Ireland to another EU or EEA member state.

This form should be completed by you and your employer in order to continue paying Pay Related Social Insurance (PRSI) contributions in Ireland and to obtain exemptions from paying social security contributions in the country you are posted to.

If a posting is approved, a certificate known as a PDA1 is issued to prove the arrangement in the EU or EEA member state that work is being carried out.

## How do I qualify as a posted worker in another EU or EEA member state?

To qualify as a posted worker you must be in employment and paying PRSI contributions in Ireland before a posting arrangement starts. Employers wishing to post workers must be able to prove they carry out substantial business activities in Ireland.

## When do I apply?

You should apply for a PDA1 certificate at least four weeks before the start of your posting.

## What do I need to complete this application form?

You will need your Personal Public Service (PPS) Number and details of:

- your employment in Ireland; and
- where you will live and work when you are posted abroad.

If any clarifications are needed to process your application, this will be done by e-mail or phone, so please include full contact details in your application.

## How to complete this application form?

- there is an example on the back of this page that can be used as a guide to fill in this form;
- write with a black ballpoint pen, use capital letters and place an X in the relevant boxes;
- complete part 1 and sign and date the declaration; and
- ask your employer to complete part 2 and sign and date the declaration.

## How do I apply?

Send this completed form to:

International Postings

Client Eligibility Services

Department of Social Protection

Cork Road

Waterford

X91 EH04

## How can I get help and further information?

If you need any help to complete this form, please contact the Client Eligibility Services section by email at **E101spc@welfare.ie** or by calling **0818 690 690**. Your local Intreo Centre, Social Welfare Office or any Citizens Information Centre can also help. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting **www.gov.ie/intreo**

For more information, visit **www.gov.ie/EUW1-A1**

## How to fill in this form

To help us to process your application write letters and numbers clearly and use one box for each. Please see examples below.

### Part 1

### Your details

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# SAMPLE

# PDA1 certificate for a posted worker in the EU or EEA under EU Regulations



## Your details

- [illegible]

15. What is your trade or profession?


16. When did you start employment there?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

17. What are the dates of the posting?

From: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

18. Do you intend to return to Ireland when the posting ends? ☐ Yes ☐ No

19. Please give details of your activities for the month prior to posting, including employment, self-employment, and social protection benefits. Please provide relevant employer details and dates.

20. What address will you be living at during your posting abroad?


Your declaration

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading, or if I fail to disclose any relevant information, any PDA1 issued to me will be completely withdrawn by the department and I will become liable to pay social insurance in my posted Member State. I also undertake to immediately advise the department of any change in my circumstances which may affect my posted status.

Date: 

				2	0		
D	D	M	M	Y	Y	Y	Y

Signature, **not** capital letters.

## Part 2

## Employer details

This part should be completed by your employer.

21. Company name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

22. Company address:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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County

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Eircode

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23. Contact name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

24. When was the company established?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

25. Company's employer number?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

26. Company's registration number?

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27. Please describe the company's activities in Ireland:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

28. Is the company a recruitment agency?

☐ Yes

☐ No

If **yes**, does the company make workers available to companies in Ireland?

☐ Yes

☐ No

29. Was this employee recruited specifically with a view to being posted?

☐ Yes

☐ No

If **yes**, please state:

a) In what country were they recruited?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

b) Name and address of employer immediately prior to recruitment with your company.

Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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c) Please state period of employment with employer at (b).

From:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Please enclose a copy of the employee’s contract of employment with this application

30. Which country is the employee being posted to? 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

31. Please state the names and addresses of the companies or sites in the country your employee is being posted to:

Company or site 1

Company or site’s name: 


Address: 


Company or site 2

Company or site’s name: 


Address: 


32. Describe the type of work the employee will be performing during their posting:

33. Does the employee remain under contract of employment with the Irish company? ☐ Yes ☐ No

34. Is the employee required to sign a local contract of employment with the host company? ☐ Yes ☐ No

35. Who is responsible for the employee’s pay during the period of posting?


36. Where will PRSI be paid? ☐ Payroll ☐ Special Collections

37. Who has the authority to direct duties of work, discipline or dismiss the employee during the posting?


38. Is the employee replacing another worker? ☐ Yes ☐ No

Employer declaration

I declare that the information given on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading, or if I fail to disclose any relevant information, that any PDA1 issued will be completely withdrawn by the department and I will become liable to pay social insurance in the posted Member State. I undertake to immediately advise the department of any change in employment circumstances that might affect this posting arrangement.

Signed by or for employer:

Signature, **not** capital letters.

Position in company or organisation.

Employer's official stamp

Date: 

2

0

D

D

M

M

Y

Y

Y

Y

Employer's telephone numbers:

MOBILE  
LANDLINE

Employer's email address:

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at [www.gov.ie/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement) or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.