

**THE DANISH BUSINESS AUTHORITY
REGISTRATION OF SERVICES IN RUT**

User guide for registration in RUT

Contents

1	INTRODUCTION	3
2	ACCESS TO RUT	3
2.1	Log in	4
2.1.1	Log in with a user name and password	4
2.1.2	Create a user account	5
2.2	Terms and Conditions	6
3	REGISTRATION OF SERVICES.....	7
3.1	Saving a draft	8
3.2	Company and industry	9
3.2.1	Information on the contractor.....	13
3.3	Persons	13
3.3.1	Contact person	16
3.4	Workplace and period.....	17
3.5	Approve service	20
3.6	Receipt	21
4	CHANGING AND DELETING A REGISTERED SERVICE	23
4.1	Changing a registered service	23
4.2	Deleting a registered service	23
5	REGISTER OF COMPANIES, PERSONS AND WORKPLACES.....	24
5.1	Companies.....	24
5.2	Persons.....	25
5.3	Workplaces	26

1 Introduction

The Register for Foreign Service Providers (RUT) is a reporting system that allows foreign companies to register services that will be performed in Denmark. When a foreign company plans to perform work in Denmark, it must register the service. This includes the name of the company and the individual employees who will be performing the work, the contractor for whom the work will be performed and when/where the work will be carried out.

This document is an introduction to registration of services in the Register of Foreign Service Providers (RUT).

Note that all data presented in this guideline (e.g. data in figures and examples) is fictional for use in this guideline.

2 Access to RUT

The screenshot shows the RUT landing page. At the top left is the 'virk | Indberet' logo. A search bar contains 'Søg på Virk | Indberet'. The main heading is 'Register of Foreign Service Providers (RUT)'. Below it, there is a 'Start' button with a key icon. A navigation menu includes 'How-to', 'Guide', 'Support', and 'GDPR'. The 'Additional info' section states that RUT is the Danish government's official register. The 'Step by step' section notes that a user account must be set up before registration. On the right, there is a 'mit virk' section with a 'Log ind' button and a list of login options: 'Få og give rettigheder', 'Tjekke din digitale postkasse', 'Se virksomhedens oplysninger', and 'Oprette genveje til indberetninger'. A link 'Læs mere om Mit Virk' is also present.

Figure 1 - RUT landing page

There are several ways to access RUT:

- www.rut.dk
- In English: www.rut.dk/en
- In Polish: www.rut.dk/pl
- In German: www.rut.dk/de
- www.virk.dk/rut
- www.indberet.virk.dk/rut

RUT is available in four different languages: Danish, English, German and Polish.

Click on the "Start" button to be redirected to a page where you can choose how you would like to log in (See section 2.1 Log in).

2.1 Log in

There are three different ways to log in to RUT:

- Danish national identity - NemID (eID solution)
- Foreign national identity - eIDAS
- User name and password

We recommend that you select one log in type for your registrations, as the services will be linked to your log in profile. This means that if, for example, you use a foreign national identity to register a service, you will not be able to make changes to this service at a later date by logging in using a user name and password.

The screenshot shows a web interface for logging into RUT. At the top left is the 'virk | Indberet' logo. The main heading is 'Register of Foreign Service Providers (RUT)'. On the right side, there is contact information for 'Erhvervsstyrelsen >' and 'Support: +45 72 20 00 36 | E-mail >'. Below this, the question 'How would you like to log in?' is displayed. There are four radio button options, each with a question mark icon: 'NemID ?' (which is selected), 'As a private individual with an ID from an EU/EEA country ?', 'As an employee with an ID from an EU/EEA country ?', and 'Username and password ?'. At the bottom of the selection area, there are two buttons: 'Cancel' and 'Go to log in >'.

Figure 2 - After clicking “Start”, choose how you would like to log in

You have a Danish national identity (NemID) if you have a national registration number (CPR number) and/or a Danish central business registration number (CVR number).

eIDAS (electronic Identification, Authentication and trust Services) is an EU regulation and a set of standards for electronic identification which makes it possible for EU citizens to use their national identification as a login in all EU Member States. This only applies to eIDs that have been registered and approved by the European Commission. Contact your national authority to find out if your national ID has been approved.

You will be given a RUT user account if you log in with a user name and password. Additional information on this can be found in 2.1.2 Create a . You can then use the e-mail address and your password to log in to RUT in the future.

You will receive an activation email shortly after you have registered an account with RUT. Click on the link in the email to activate your account.

Note:

If you register a service on behalf of a company, we recommend that you register a company user account, and use an email address that is not connected to yourself or any other employee. This will ensure that the company does not lose access to the user account if the employee leaves the company.

2.1.1 Log in with a user name and password

When you log in using a user name and password, you will be directed to the following page, see figure 3.

Login Register of Foreign Service Providers (RUT)



Email address

Password

[Forgot your password?](#)

Log in

Do you have a user account? [Create user](#)

Figure 3 – Log in page for user profile

1. Click on the link “Create user” if you do not have a user account. How to create a user account is described in detail in section 2.1.2 Create a .
2. Click on “Forgot your password?” if you already have a user account but you cannot remember your password. Type in your email address or the company email address, and you will receive an email with a link to create a new password.

2.1.2 Create a user account

You will need to register as a user before you can log in to RUT with a user name and password. To do this, click on “Create user” under the log in button, see point 1 in Figure 3.

To register a user account, enter your name, email address and choose a password, see figure 4. If you are registering a user account for a company, enter the name of the company and the company email address where you would like to receive receipts and other information.

When you have entered the information, click on “Create account”. You will then receive an email containing an activation link. Once you have clicked on the link, your user account will be active and you can log in to RUT.

Note:

If you do not receive an activation email, call the Danish Business Authority call center at +45 72 20 00 30 or send an email to rut@erst.dk.



Create user account 🇩🇰 🇩🇪 🇸🇪 🇬🇧

Email address (will also be used as username) *

Repeat email address *

Name *

Date of birth

Preferred language

Password (minimum 8 characters. Must contain a capital letter, a small letter and a number/special character) *

Repeat password *


[Play CAPTCHA](#)
[Load new text](#)

Enter CAPTCHA

Solemn declaration

I hereby declare that the information above is correct

Figure 4 - Create user account

2.2 Terms and Conditions

Irrespective of how you choose to log in to RUT, you will be directed to the terms and conditions for use before you can register a service.



Conditions of use

1. Registration of information in the Register of Foreign Service Providers (RUT) is subject to the relevant acts and executive orders, including regulations on electronic registration. Registering incorrect or misleading information with the Danish Business Authority can lead to criminal liability.
2. By registering information in RUT, you confirm and declare that you are the owner of the foreign company, the Danish contact person, or another person authorised by the company who can submit information to the register as well as changes in information already registered.
3. You are liable in all circumstances for the use, and misuse you make of RUT with your password or digital signature/NemID. Therefore, as the registering person, you are liable for the correctness of information registered.
4. If the Danish Business Authority has reason to suspect that misuse of the solution has occurred or will occur, the Authority can close the user's access to the solution with immediate effect.

Acceptance

I accept the conditions of use * **1**

Next >

Figure 5 – Terms and conditions

1. You need to accept the terms and conditions before you can access and use RUT.

3 Registration of services

Once you have accepted the terms and conditions, you will be returned to the landing page, where you can register a service and/or information about companies and people who provide services, as well as the workplace where the services will be carried out.

To register a new service, click on the “Services” and select “Register new”. See figure 6.

Note:

A service will not be registered until you have approved it and received a receipt. If you do not receive a receipt, the registration of the service is considered incomplete.

The screenshot shows the user interface of the Register of Foreign Service Providers (RUT). At the top left is the logo for 'virk | Indberet'. On the top right, there are links for 'Log out >', 'Privatkunde 3 (Status 03)', and language options: 'Dansk', 'Deutsch', 'Polski', and 'English >'. Below this is the main title 'Register of Foreign Service Providers (RUT)' and a link to 'Erhvervsstyrelsen >'. A secondary navigation bar includes 'Services' (underlined), 'Companies', 'Persons', and 'Workplaces'. The main content area has a heading 'Services' followed by a paragraph: 'Welcome to the Register of Foreign Service Providers (RUT). From this page you can start a new registration by clicking on 'Register new'. If you have previously registered services, you can search and retrieve them using the filter below. If you have already created Companies, Persons and Workplaces, you can use these when you register a new service.' A blue button labeled 'Register new' is positioned to the right. Below this is a section titled 'My services' with a message: 'It is not possible to display any services with this status. You can sort your services by using the filter above.'

Figure 6 - You have not registered any services

3.1 Saving a draft

If you are unable to fill in all the required fields about the service right away, the information you have provided will be saved as a draft. You will be able to complete the registration of the service at another time. Just click on “Drafts” under “My services” the next time you log in to RUT, see point 2 in figure 7.

Registration of services in RUT
User guide for registration in RUT

virik | Indberet

Log out >
Privatkunde 3 (Status 03)

Dansk Deutsch Polski English >

Register of Foreign Service Providers (RUT) Erhvervsstyrelsen >
FAQ | Email | Support: +45 78 78 40 >

Services Companies Persons Workplaces

Services

Welcome to the Register of Foreign Service Providers (RUT). From this page you can start a new registration by clicking on 'Register new'. If you have previously registered services, you can search and retrieve them using the filter below. If you have already created Companies, Persons and Workplaces, you can use these when you register a new service.

1 Register new

My services

Draft Active Future Completed

Search

Overview

Valid from	Valid to	No.	RUT no./Company	Workplaces	Status
		-	Test		Draft To be deleted 2019-03-02 load draft Delete

2

Figure 7 - Overview of services

1. Click on “Register new” to register a service.
2. If you have already started a registration, but have not completed it, you can continue your work by using the saved draft. You can also delete the draft.

In order to register a service, all the following fields in the sections below must be completed:

a) Company and industry (See section 3.2 **Company and industry**).

b) Persons (See section 3.3 Persons).

Note:

This section will not appear if, under “Company and industry”, you have selected “*Only the self-employed person will perform work*”

c) Workplace and period (See section 3.4 Workplace and period).

d) Confirm service (See section 3.5 Approve service).

1. Receipt (See section 3.6

e) Receipt).

3.2 Company and industry

The first step in registering a service is “Company and industry”. Information regarding the foreign company, the industry under which the work will be carried out and the Danish contractor must be provided. It is possible to register a new

company or select one of the existing companies (see section 5.1 Companies for information regarding previously registered companies).

The screenshot shows the 'virk | Indberet' logo in the top left and 'Log out >' and 'Privatkunde 3 (Status 03)' in the top right. Below the logo is the text 'Register of Foreign Service Providers (RUT)' and 'Erhvervsstyrelsen >'. There are links for 'Dansk', 'Deutsch', 'Polski', and 'English >'. At the bottom of the header are links for 'FAQ', 'Email', and 'Support: +45 78 76 78 40 >'. The main content area has a navigation bar with 'Services' (selected), 'Companies', 'Persons', and 'Workplaces'. On the left is a sidebar with 'Company and sector' (selected), 'Workplace and period', 'Approve service', and 'Confirmation'. The main content is titled 'What foreign company is to perform the work?'. It asks to 'Add the foreign company which is to perform work in Denmark.' and provides a dropdown menu to 'Choose existing company' with a red asterisk. Below the dropdown is the text 'The list contains the companies you have already created' and a 'Create new company' button. The next section is 'What sectors are you working in?' which asks to 'Select a sector code from the list below which describes the work performed by the company in Denmark.' It provides a dropdown menu to 'Choose sector code' with a red asterisk and a search bar 'Search in list of sector codes ?'. The final section is 'Who is the Danish assignee for the work?' which explains that the Danish assignee is the Danish undertaking or private individual taking delivery of the service in Denmark. It also explains that if several Danish companies are in the supply chain, the Danish assignee is the first company in the chain that was established in Denmark. It provides two radio button options: 'Danish company with a CVR no.' and 'Private person'. At the bottom right is a 'Next >' button and a link 'Click on Next to continue'.

Figure 8 - Company and industry

When registering a new company, click on “Register new company” and fill in the following data about the company:

- Name of company
- Home country of the company
- Company address

- Company email
- Industrial sector code of the company
- Select company category: "The company will post employees to Denmark to perform the work" OR "Only the self-employed person will carry out work"
- VAT registration in home country
- Registration number of the company in the home country and in Denmark (both fields are voluntary)

When all the mandatory fields have been filled out, select the sector code that best describes the work that will be carried out in Denmark under the tab "What sector is the work for?"

virk | Indberet Log out -
malvik.erst@gmail.com

Dansk Deutsch Polski English -
Erhvervsstyrelsen -
FAQ | Email | Support: +45 78 78 78 25 >

Services **Companies** Persons Workplaces

Create new company

Information about the company in home country

Name of company *

Registered name of the company in home country

Country *

Home country of company

Street *

Registered address of the company in home country

Street (extra)

Street (extra)

Post code *

Town / Place name *

Region

Company phone number *

Country code **Telephone no.**

E.g. +00

E-mail *

Enter your business' official email address. The authorities use it to send documents to the business.

Confirm e-mail address *

Sector code

Choose a sector code *

List of sector codes

Type of company

Who is to do the work? *

The company is to post workers to carry out the work

A self-employed person is to carry out the work him/herself

VAT registration

Does the company have a VAT no. in its home country? *

Yes

No

Company registration

The registration number of the company in its home country

Company registration in Denmark

CVR no./SE no.

If the company is registered in Denmark, it will have a CVR no. or an SE no.

Click on Cancel to cancel Click on Save to save

Figure 9 - Registering a company

3.2.1 Information on the contractor

The last step under “Company and industry” is providing information on the Danish contractor, see figure 8.

The Danish contractor is the Danish company or private individual taking delivery of the service in Denmark. In other words, the company or private individual for whom work is being performed.

If several Danish companies are in the supply chain, then the Danish contractor is the first company in the chain established in Denmark and you must provide the CVR number (business registration number) of that company.

If your contractor does not have a CVR number, ask the company whether its contractor has a CVR number, and use this CVR number under “Who is the Danish contractor?”

If your company performs work in connection with having a stand at a trade show or something similar, and there is no Danish contractor for the work, contact the Danish Business Authority at rut@erst.dk.

When all the mandatory fields have been completed, click on “Next”. If the “Company and industry” section has been completed correctly, a tick will appear and the words “Completed correctly”. This can be seen in the tab to the left, see figure 10.

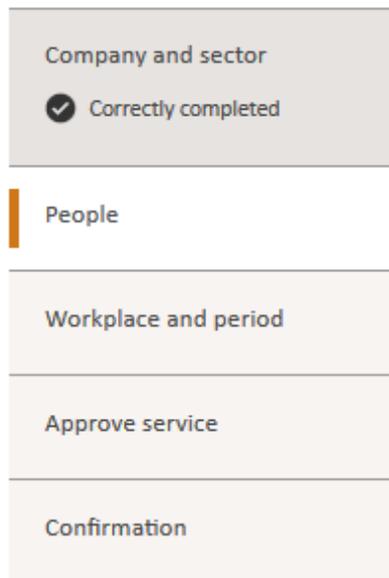


Figure 10 - Company and industry has been completed correctly

3.3 Persons

Note that this section only appears if you have selected the category “*Company will post employees to perform the work*” under the section “Company and industry”.

In the “Persons” section, fill in the name(s) of the person(s) who will perform the work connected with the service you are registering. To register one or several people, click on “Register new person”, see figure 11.

The screenshot shows the 'virk | Indberet' logo in the top left. In the top right, there is a 'Log out >' link, the user status 'Privatkunde 3 (Status 03)', and language options: 'Dansk', 'Deutsch', 'Polski', and 'English >'. Below this is the title 'Register of Foreign Service Providers (RUT)' and 'Erhvervsstyrelsen >' with a support link 'FAQ | Email | Support: +45 78 76 78 40 >'. A status bar at the bottom of the header indicates 'Your drafts last saved on 2019-01-31 14:29:25'.

The main content area has a navigation bar with 'Services' (underlined), 'Companies', 'Persons', and 'Workplaces'. On the left is a sidebar with steps: 'Company and sector' (with a checkmark and 'Correctly completed'), 'People' (highlighted with an orange bar), 'Workplace and period', 'Approve service', and 'Confirmation'.

The main heading is 'Who is to perform work?'. Below it is the instruction: 'Add the people who are to do the work, including the owner if he/she is also to work in Denmark. You should also designate a contact person for the service. The contact person need not be the same person for the whole period of the service, but there must always be a contact person for the service.'

The form contains a dropdown menu with the text 'Create new or choose previously entered person *' and 'Choose existing person'. Below the dropdown is the text 'The list contains the people you have already created'. A blue button labeled 'Create new person' is positioned below the dropdown.

At the bottom of the form are two blue buttons: '< Previous' and 'Next >'. Below these buttons are two links: 'Click on Back to go back' and 'Click on Next to continue'.

Figure 11 – Persons

You will have to enter the following information when registering a person:

- First name and surname
- Sex
- Citizenship
- ID type and number (e.g. if the ID is a passport, provide the passport number)
- Date of birth
- State the country in which the person is covered by social security
- State whether the person has been granted an A1 certificate in the home country

After you have completed the mandatory fields, click "Save", see figure 12. If more than one person will be performing the service, just click "Register new person" to add the additional person(s).

The screenshot shows the 'Create new person' form in the RUT system. The header includes the 'virk | Indberet' logo, a user profile for 'malvik.erst@gmail.com', and language options (Dansk, Deutsch, Polski, English). The main navigation bar highlights 'Persons' under the 'Register of Foreign Service Providers (RUT)' section. The form itself is titled 'Create new person' and contains several sections: 'First and second names', 'Surname', 'Gender' (Male/Female), 'Nationality' (with a dropdown menu), 'Type of ID' (with a dropdown menu), 'Date of birth' (with a date picker), 'Mobile telephone no.' (with separate fields for country code and telephone number), 'Email', 'Social security' (with explanatory text and a dropdown for the country), 'Has an A1 certificate been issued?' (Yes/No), and 'Declaration of qualifications' (Yes/No). At the bottom, there are 'Cancel' and 'Save' buttons, with instructions to 'Click on Cancel to cancel' and 'Click on Save to save'.

Figure 12 - Registering a person

When you have registered one or several people, you will see the following page:

Registration of services in RUT
User guide for registration in RUT

Log out >
Privatkunde 3 (Status 03)
Dansk Deutsch Polski English >
Erhvervsstyrelsen >
FAQ | Email | Support: +45 78 76 78 40 >
Your drafts last saved on 2019-01-31 14:31:30

Services Companies Persons Workplaces

Company and sector
✔ Correctly completed

People

Workplace and period

Approve service

Confirmation

Who is to perform work?

Add the people who are to do the work, including the owner if he/she is also to work in Denmark.

You should also designate a contact person for the service. The contact person need not be the same person for the whole period of the service, but there must always be a contact person for the service.

Create new or choose previously entered person *

Choose existing person

The list contains the people you have already created

Create new person

John Doe

Start date *
yyyy-mm-dd

End date *
yyyy-mm-dd

Is this the person to contact?

[Edit](#) [Remove](#)

< Previous

Next >

Click on Back to go back

Click on Next to continue

Figure 13 - Report the start and end date for persons

Provide the start and end date for when the person(s) will be performing work in Denmark.

3.3.1 Contact person

Finally, choose one of the registered persons as the contact person for the service you are registering.

The contact person should be able to respond to questions from the authorities regarding where the work will be performed in the near future, etc. There must be a contact person for the entire period of the service. If no single person is the contact person for the duration of the service, you will have to designate several contact persons. The entire period of the service must be covered by one or more contact person(s).

You will also need to provide the telephone number and email address of the designated contact person(s).

Note:

There must be a contact person(s) for the entire period of the service. You will be asked about the period of service in the section "Workplace and period".

If you have selected one contact person for the service, their start and end date must be identical to that of the service.

If the service has several contact persons, one contact person must have the same start and end date as the service.

When you have registered everyone, selected contact person(s) and given a start and end date for the work, click “Next” and you will be directed to the second-to-last section “Workplace and period”.

3.4 Workplace and period

In this section, you will be asked to fill out information about where and when the work will be performed, see figure 14.

The screenshot shows the 'virk | Indberet' logo in the top left. In the top right, there is a 'Log out' link with the email 'malvik.erst@gmail.com' and language options: 'Dansk', 'Deutsch', 'Polski', and 'English'. Below this is 'Erhvervsstyrelsen' and contact information: 'FAQ | Email | Support: +45 78 76 78 25'. A status bar at the top right indicates 'Your drafts last saved on 2019-02-04 16:40:14'. The main navigation bar includes 'Services' (highlighted), 'Companies', 'Persons', and 'Workplaces'. The left sidebar shows a progress bar with 'Company and sector', 'People', 'Workplace and period' (highlighted), 'Approve service', and 'Confirmation'. The main content area is titled 'Where is work to be performed?' and includes the instruction 'Add one or more workplaces'. Below this is a dropdown menu for 'Create new or choose previously entered workplace' with a red asterisk. The dropdown menu is currently set to 'Choose existing workplace'. Below the dropdown is a message: 'The list contains the workplaces you have already created'. A blue button labeled 'Create new workplace' is positioned below the message. The second section is titled 'When will the work be carried out?' and includes the instruction: 'The total period of the service is the period you have stated for the workplace. If you have registered more than one workplace for the service, the total period for the service will be calculated from the earliest start date to the latest end date for all the workplaces.' Below this are two date input fields: 'Start date' and 'End date', both with red asterisks. The 'Start date' field has a placeholder 'yyyy-mm-dd' and a help icon. Below the field is the instruction: 'Enter the first working day in Denmark for the company using the format dd-mm-yyyy'. The 'End date' field has a placeholder 'yyyy-mm-dd' and a help icon. Below the field is the instruction: 'State the last day the enterprise will be working in Denmark'. At the bottom of the form are two blue buttons: 'Previous' and 'Next'. Below the buttons are two links: 'Click on Back to go back' and 'Click on Next to continue'.

Figure 14 – Workplace and period

Click “Register new workplace” to indicate where the work will be performed.

You will have to enter the following information about the workplace, see figure 15:

- Name of workplace

- Address of workplace

If the workplace does not have an address because e.g., work will be performed offshore or the address has not yet been registered, you can enter map coordinates. To enter the coordinates, click on “Select address on map” (point 1 in figure 15), zoom in on the map, and select the location where the work will be performed.

The screenshot shows the 'virk | Indberet' logo at the top left. The main header is 'Register of Foreign Service Providers (RUT)'. There are navigation tabs for 'Services', 'Companies', 'Persons', and 'Workplaces'. The 'Workplaces' tab is active. The form is titled 'Create new workplace'. It has two main input fields: 'Name of workplace/branch' and 'Address of workplace'. Below the address field is a search prompt: 'Search the Danish address by typing street name, post code or name of town/city'. A section titled 'Choose address from map' (with a circled 1) contains a 'Post code' dropdown menu. Below this is a map of Copenhagen with various districts labeled. A note below the map says 'Valid addresses will be displayed on the map when you zoom in'. At the bottom, there are 'Cancel' and 'Save' buttons.

Figure 15 - Registering workplace

It is possible to register a new workplace or select one of your existing workplaces (see section 5.3 Workplaces for more information regarding previously registered workplaces).

Once you have entered the necessary information about the workplace, provide the start date and end date for the work that will be performed there, as well as the number of people working at the workplace in question, see figure 16.

It is important to state the exact period during which work is to be performed at each specific address.

Company and sector
✔ Correctly completed

People
✔ Correctly completed

Workplace and period

Approve service

Confirmation

Where is work to be performed?

Add one or more workplaces

Create new or choose previously entered workplace *

Choose existing workplace

The list contains the workplaces you have already created

Create new workplace

Workplace	Start date*	End date*	No. persons*
Test Store Kongensgade 6, 1264 København K	yyyy-mm-dd	yyyy-mm-dd	

[Edit](#)
[Remove](#)

When will the work be carried out?

The total period of the service is the period you have stated for the workplace. If you have registered more than one workplace for the service, the total period for the service will be calculated from the earliest start date to the latest end date for all the workplaces.

Start date *
yyyy-mm-dd
Enter the first working day in Denmark for the company using the format dd-mm-yyyy ?

End date *
yyyy-mm-dd
State the last day the enterprise will be working in Denmark ?

[Previous](#) [Next](#)

Click on Back to go back Click on Next to continue

Figure 16 - Report the start date and end date for the workplace

You can enter more than one workplace for the service, if the service will be performed at several workplaces.

If the service has more than one workplace, you can register the workplaces by clicking on "Register new workplace".

When you have entered all the necessary information under "Workplace and period", click "Next". This will take you to the next section where you will be asked to confirm all the information you have entered about the service.

If you see the page shown in figure 17 after clicking "Next", this means that the start and end dates for contact persons do not correspond with the start and end dates for the service. Click on "Persons" to check whether you have entered the correct start and end date for the contact person(s).

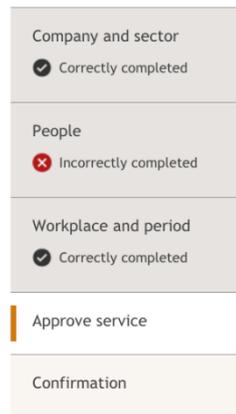


Figure 17 - Have the sections been filled out correctly?

3.5 Approve service

Click on the tab “Approve service” for a summary of the information you have provided, see figure 18. You can make changes to the information you have provided under each section by clicking on the “Change” button to the right.

virk | Indberet Log out · malvikerst@gmail.com
Dansk Deutsch Polski English · Erhvervsstyrelsen >
FAQ | Email | Support: +45 78 76 78 25 >

Register of Foreign Service Providers (RUT) Your drafts last saved on 2019-02-04 15:57:11

Services Companies Persons Workplaces

Approve input information

Company and sector Edit

Company and sector
✔ Correctly completed

Company
RUT no.: R0016037 VAT no.: Not stated
Name of company: Test Place and VAT registration: Not stated
Address: Testvej 4, 4534 Test Registration no.: Not stated
Country: Guatemala Place of registration: Not stated
Telephone number: +00 45645646 Company reg. no. (CVR / SE no.): Not stated
Email: test@noreply.dk Sector code: 01.19 - Growing of other non-perennial crops
Type of company: Company with employees Genuine establishment in home country: No, the company is not genuinely established in home country

Assignee:
Type: Private person

Sector code for the service
Sector code: 01.13 - Growing of vegetables and melons, roots and tubers

People Edit

Persons
Name: John Doe
Gender: Male Country: Poland
Identification Passport (5440180XXXX) Date of birth: 1968-06-22
Social security country Poland A1 certificate issued
documentation: No Declaration of qualifications submitted: No
Start date: 2019-02-04 End date: 2019-02-04

Contact persons
Name: John Doe
Mobile phone no.: +00 234803178 Contact from: 2019-02-04
Email: malvikerst@gmail.com Contact to: 2019-02-04

Workplace and period Edit

Workplaces
Name: Test Address: Store Kongensgade 6, 1264 København K
Start date: 2019-02-04 End date: 2019-02-04
No. persons: 1

The total period for the service
Start date: 2019-02-04 End date: 2019-02-04

I confirm that the information stated is correct * **!**

[< Previous](#) [Approve](#)

Click on Back to go back Click on Approve to submit the registration to RUT

Figure 18- Summary

2. In order to submit your registration of services, you will need to approve that the information you have provided is correct and then click on "Approve".

3.6 Receipt

When you have clicked on "Approve", you will be directed to another page informing you that the service has been registered and that a receipt has been sent to your email, see figure 19.

If you would like to forward the receipt to other email accounts, you can enter additional email accounts on this page, see figure 19, item 2. This option is often used by companies or persons who register services on behalf of other companies. You can send the receipt directly to your contractor as proof of your registration.

virk | Indberet

Log out - malvik.erst@gmail.com

Dansk Deutsch Polski English

Erhvervsstyrelsen

FAQ | Email | Support: +45 78 76 78 25

Services Companies Persons Workplaces

Confirmation

The service has now been recorded in the Register of Foreign Service Providers. We have sent a confirmation of registration to your email address: malvik.erst@gmail.com

[See confirmation](#) 1

To see the receipt you will need to have a PDF reader installed. Download the Adobe Reader freeware, for example. The receipt should be presented on request at the workplace during an inspection. The Danish assignee is also entitled to see the receipt in order to ensure that the foreign company has been registered in RUT. For information specific to foreign companies in Denmark, please go to [Business in Denmark](#).

A new fund to help employees stationed abroad to receive their salary if their employer will not pay. The fund is called the Labour Market Fund for Expatriates. The fund will cover the employee's salary claim if the salary claim has been enshrined in the Danish labour legislation system.

All employers employing staff in Denmark after 1 July 2016 will be required to pay contributions to this fund. In 2016, contributions constitute DKK 11.30 per full-time employee whom the employer employs in Denmark. Contributions will initially be collected at the beginning of 2017. Find out more about the fund and the regulations applicable to expatriates at www.workplacedenmark.dk

Forward confirmation

If you would like us to forward the receipt, please enter the email addresses below. If you have several recipients, you can enter several email addresses, separated by a comma or semicolon. You can also send a brief message with the receipt.

Email address (separated with , or ;)

Message

You can write a short message here for the recipient of the confirmation mail. The full text will be displayed in the original confirmation mail.

[Send confirmation](#) 2

[Go to My Services](#) 3

Figure 19 - Receipt

1. Click on "See receipt" to download the receipt as a PDF file (see Figure 20 – Extract of PDF receipt).
2. Enter the email addresses you would like to have the receipt sent to. Then click "Send receipt"
3. When you click on "Go to my services", you will return to a list of all your registered services, see figure 6.



Confirmation of registration of foreign service

The Danish Business Authority confirms that the service below has been registered in the Register of Foreign Service Providers. This confirmation must be presented on request and is the company's documentation for information on employees stationed in Denmark.

Service has been registered 2019-02-04 16:16

Service updated most recently 2019-02-04 16:16

COMPANY

RUT no.: R0016037
Name of company: Test
Address: Testvej 4, 4534 Test
Country: Guatemala
Telephone number: +00 45645646
Email: test@noreply.dk
Type of company: Company with employees

VAT no.: Not stated
Place and VAT registration: Not stated
Registration no.: Not stated
Place of registration: Not stated
Company reg. no. (CVR / SE no.): Not stated
Sector code 01.19 - Growing of other non-perennial crops
Genuine establishment in home country: No, the company is not genuinely established in home country

ASSIGNEE:

Type: Private person

Figure 20 – Extract of PDF receipt

4 Changing and deleting a registered service

4.1 Changing a registered service

It is possible to change information about a future or active service. If the status of the service is “completed”, you can only alter the name of the contractor.

If a change is made to a registered service, the change must be registered in RUT by no later than the first following weekday after the change entered into force. You can change the following information about a service:

- The start and end date for registered persons including contact person(s).
- The start and end date of the registered workplace.
- Add or remove registered persons, including the contact persons for a service. Remember to update the number of persons assigned to a workplace under “Workplace and period”.
- Contractor

Note that when you make changes to the work period of persons and workplaces, you must ensure that the start and end dates are the same for both.

This also applies to changes made to the start and end date of a contact person. A contact person should have the same start and end date as the service. If the service has several contact persons, one contact person must have the same start and end date as the service.

To make these changes, log in to RUT using the same user as when you registered the service. Under the tab “My services”, select the service you wish to make changes to. Then click on “Change”. After you have completed the changes, click on “Save”.

You will not receive a receipt when you make changes to a registered service. The changes can be viewed in the summary of the service. Click on “Show” under “My services”.

4.2 Deleting a registered service

You cannot delete a registered service once you have approved it and received a receipt.

5 Register of companies, persons and workplaces

This section describes the tabs “Companies”, “Persons” and “Workplaces”. Under these tabs, you can administer your registered companies, persons and workplaces, and register new ones.

When you have registered a company, person or workplace, you can use them in connection with registering services. These three tabs can therefore be considered registers. These tabs give you an overview of the companies, persons and workplaces you have registered with RUT in connection with registering services.

You can register new companies, persons and workplaces under these tabs and then use them to register a service at a later time.

Note:

Registering companies, persons and workplaces under these tabs is not the same as registering a service. You can only register a service under the tab “Services”.

5.1 Companies

Under the tab “Companies”, you can see a list of the companies you have registered in RUT, administer them and register new companies. This can help if you have registered many companies in RUT, see figure 21.

The screenshot shows the user interface for the 'Register of Foreign Service Providers (RUT)'. At the top, there is a header with the 'virk | Indberet' logo on the left and user information on the right, including a 'Log out' link and the email 'malvik.erst@gmail.com'. Below the header, there are navigation links for 'Dansk', 'Deutsch', 'Polski', and 'English', and a link for 'Erhvervsstyrelsen'. A secondary navigation bar contains 'Services', 'Companies' (which is selected), 'Persons', and 'Workplaces'. The main content area is titled 'Companies' and includes a sub-header: 'You can add the company you need to register a service. The companies you add will be displayed on a list below. You can always change the information about the company you have already added by clicking on 'Edit'. You can also remove a company from the list by clicking on 'Remove', if the company does not appear in an active service.' A blue button labeled 'Create new company' is located on the right side. Below this, there is a section titled 'My companies' with a search bar. An 'Overview' table lists the registered companies with columns for 'Last changed', 'RUT no.', 'Company', and 'Country'. Each row has 'Edit' and 'Remove' buttons next to it.

Last changed	RUT no.	Company	Country	
2019-02-04 16:19		Test 2 Type of company : Company with employees	Italy	Edit Remove
2019-02-04 16:18	R0016116	Test Type of company : Company with employees	Sweden	Edit Remove

Figure 21 - Overview of companies

1. Click on “Register new company” to register a new company (For information on how to register a new company and what information you will need to provide, see section 3.2 “Company and industry”.) Once you have registered a company, you can use it to register a service under the tab “Services”. A service cannot be registered by merely registering a company under this tab.
2. Find and administer you registered companies under “My companies”. Certain information about the company will be displayed: the last time changes were made to information about the company, the company’s RUT number, its name and the name of the country where the company is registered.

Note:

The company will be given a RUT number once a service has been registered with the company. For example, figure 21 shows that Company Test 2 does not have a RUT number, while Company Test does. This means that Company Test 2 has not yet registered a service but Company Test has. The registered services can be found under the tab “Services”.

3. It is possible to change information about your company if, for example, the company changes its name or if there is new contact information. This can be done by clicking “Change”.
4. A company can be deleted if a service has not yet been assigned to it. This can be done by clicking “Remove”.

5.2 Persons

Under the tab “Persons”, you can find and administer persons registered to perform work in Denmark, and register new persons. This can help if you have registered several persons in RUT, see figure 22.

The screenshot shows the 'virk | Indberet' website interface. At the top right, there is a 'Log out' link and user information 'Privatkunde 3 (Status 0)'. Below this are language options: 'Dansk', 'Deutsch', 'Polski', and 'Englist'. The main heading is 'Register of Foreign Service Providers (RUT)'. Below this is a navigation bar with 'Services', 'Companies', 'Persons', and 'Workplaces'. The 'Persons' section has a sub-heading and a 'Create new person' button. Below that is a search bar and a table titled 'My associated persons' with columns for 'Last changed', 'Name', 'Date of birth', and 'Documents'. A table row shows '2019-01-31 14:34', 'John Doe', '1970-01-01', and 'No documents added'. There are 'Edit' and 'Remove' buttons for the person.

Figure 22 - Overview of persons

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”.) Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.
2. Find and administer your registered persons under “My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.
3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.
4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.

5.3 Workplaces

Under the tab “Workplaces”, you can find and administer workplaces registered to perform work in Denmark, and register new workplaces. This can help if you have registered several workplaces in RUT, see figure 23.

Log out >
malvik.erst@gmail.com

Dansk Deutsch Polski English >

Register of Foreign Service Providers (RUT) >
Erhvervsstyrelsen >
FAQ | Email | Support: +45 78 76 78 25 >

Services Companies Persons **Workplaces**

Workplaces

You can add the workplaces you need to register a service. The workplaces you add will be displayed on a list below. You can always change the information about the workplaces you have already added by clicking on 'Edit'. You can also remove a workplace from the list by clicking on 'Remove', if the workplace does not appear in an active service.

1 Create new workplace

My workplaces **2**

Search

Overview

Last changed	Name	Address	
2019-02-04 16:32	Test	Store Kongensgade 40, 1264 København K	3 Edit 4 Remove

Figure 23 - Overview of workplaces

1. Click on “Register new workplace” to be directed to the page where you can register a new workplace. (For information on how to register a new workplace and what information you will need to provide, see section 3.4. “Workplaces and periods”.) Once you have registered a workplace, you can use it to register a service under the tab “Services”. A service cannot be registered by merely registering a workplace under this tab.
2. Find and administer your registered workplaces under “My workplaces”. Certain information about the workplace will be displayed: the last time changes were made to information about the workplace, the name of the workplace and its address.
3. It is possible to change the information about the workplace, for example change the name of the workplace. This can be done by clicking “Change”.
4. You can delete a workplace if it has never been assigned to a service. This can be done by clicking “Remove”.