

First name Surname
Street Number
Postcode City
Country

**New
Online
Report Submission**

Since January 2014, it has been compulsory for posting companies to publish monthly reporting data relating to their employees via the eBUAK portal.

The corresponding application has been reprogrammed over the last few weeks and will be available to you from December 2016 onwards.

This means that **as of 2 December 2016**, monthly reporting data should only be recorded using **the new report submission** process.

Please note that the new report submission differs considerably from the old “Meldeliste” (reporting list) version.

Once you press the “Freigabe” (Release) button, all entries that you have made previously will be checked automatically and any data that is missing or incorrectly filled out will be listed under the description “Freigabefehler” (Release error).

If this occurs, please correct all the data in the list; this may relate to a missing employer company allocation or missing social security information, for example.

You will not be able to release your entries – and thus will be unable to forward these to the Coordination Office – until you have done this.

We have provided detailed instructions on the new online application on the eBUAK portal. These instructions are available in twelve different languages.

If you have any questions, please do not hesitate to contact our Coordination Office by telephone on +43 (0) 0579 579 1888.