

RECRUITMENT FORMALITIES

In France, if a company hires employees, it must be affiliated to various organisations, specifically:

URSSAF (Social Security Organism)

(Sickness, old age, basic pension, accidents at work...).

This is the organisation charged with collecting social security contributions from employers and employees in the form of CSG, CRDS and contributions on replacement income and assets plus various taxes.

ASSEDIC (Unemployment office)

This is the organisation responsible for unemployment insurance (*Association pour l'Emploi Dans l'Industrie et le Commerce*).

It is a private organisation with the mission of:

- Registering people seeking work;
- Collecting contributions and paying unemployment indemnities.

COMPULSORY PENSIONS AND BENEFITS

Supplementary pensions organisations manage employees' future supplementary pensions.

Benefit organisations look after indemnities during periods of illness and lump sums on death and spouse annuities...



DECLARATIONS

A FOREIGN COMPANY WITH NO FIXED ESTABLISHMENT IN FRANCE

① These formalities concern:

- **Employees who are sent to France temporarily** and do not (or no longer) benefit from secondment (foreign regime ceases) and therefore come under the French regime;
- **Companies with their headquarters in other countries and no fixed establishment in France** which employ staff who come under French social security.

② Obligatory declarations and payment of employer's and employee's contributions:

- For the general Social Security regime to URSSAF;
- For unemployment insurance to ASSEDIC;
- For the obligatory supplementary pensions and protection regime.

FOREIGN COMPANY WITH A FIXED ESTABLISHMENT IN FRANCE

Declarations are made in France.

The collecting organisations on which the establishment depends are determined by the region in which they are established.

PROCEDURES TO BE FULFILLED

① Registration of the employee in France: check that the employee can be authorised to work in France.

② Make a recruitment declaration (DUE – *Déclaration Unique d'Embauche*): the DUE is a single declaration to be sent to the URSSAF for the following seven formalities:

- Preliminary recruitment declaration (DPAE – *Déclaration Préalable A l'Embauche*) for all employers planning to recruit an employee;
- First hiring declaration for an establishment;
- Application for registration of an employee in the social security regime;
- Application to sign up to an unemployment insurance regime;
- Application to join a health scheme system at work;
- Declaration of employment with the occupational health service for an obligatory medical visit.
- List of employees hired to fill out the paper version of the annual corporate data form DADSU (*Déclaration Annuelle des Données Sociales Unifiée*).

③ Registration with optional supplementary organisations:

- Pensions;
- Life and health protection;
- Benefits.

PAYMENT OF SOCIAL SECURITY CONTRIBUTIONS

- Quarterly payments;
- Social security contributions for each organisation using pre-filled out forms;
- Payment: cheque, bank transfer, online declaration and online payment;
- From a practical point of view it is useful to open a bank account in France.

EMPLOYMENT CONTRACT

It is preferable to issue a written employment contract:

2 forms:

- Open-ended contract – CDI (*contrat à durée indéterminée*)
- Fixed-term contract – CDD (*contrat à durée déterminée*), which must be a written contract

Benefits and protection may be obligatory depending on union and collective agreements within the company.

Your Accountant will help you to harmonise the French context with your usual corporate social protection policy.

Your Accountant
is your best consultant.

**Don't hesitate to get
in contact!**