

# Delegation abroad

If you bill an order via Smart and carry out this order in whole or in part outside Germany, you should inform Smart of this 10 days before your stay abroad. This also applies to home office abroad ("workation").

Please complete the [delegation abroad form](#). Our payroll office will then take care of the A1 form.

For temporary work assignments as part of your employment with Smart in the EU, the EEA states (Iceland, Norway, Liechtenstein), Switzerland and the United Kingdom, Smart must post you and apply for the A1 certificate as confirmation of the posting prior to the work assignment. The A1 certificate may be checked abroad.

The A1 certificate is a confirmation that you are insured in Germany and that the country in which you are working on a temporary basis may not deduct any additional social security contributions from your salary.

If you work regularly at the same location, an A1 form with a longer validity can also be issued, but only for the period of the Smart employment contract.

The posting procedure is not possible for:

- Non-EU nationals working temporarily in Switzerland, Denmark, the United Kingdom or in the EEA states of Iceland, Norway or Liechtenstein
- Nationals of Iceland, Norway & Liechtenstein who work in Switzerland on a temporary basis
- Swiss nationals working on a temporary basis in the EEA states of Iceland, Norway and Liechtenstein

If you will be working in a country outside the EU, Switzerland or the EEA for a limited period of time, it is possible that this country has concluded a social security agreement with Germany. If this is the case, Smart can also post you and you can avoid double insurance payments. Please contact us if this is the case.

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