

CONTRACTUAL INFORMATION MODIFICATION FORM

EMPLOYER'S INFORMATION :

Male Female

Surname : First name :

Address :

Zip code : City : Phone :

Email : Cell :

IVY number :

EMPLOYEE'S INFORMATION :

Male Female

Surname : First name :

Address :

Zip code : City : Phone :

Email : Cell :

Date of birth (dd/mm/yyyy) : Nationality : Civil status :

CONTRACTUAL DATA :

Effective date of change :

WARNING, certain change requires the respect of a legal notice period, do not hesitate to consult CHECK SERVICE for more information or to check on www.chèqueservice.ch .

Contract type: Permanent fixed term, end date for the contract :

SALARY DATA

Please select one declaration choice

Hourly rate

or

Monthly rate

Net hourly salary : CHF

Net monthly salary: CHF

Number of hours worked per week:

Number of hours worked per week:

Vacations included in the salary

Vacations not included in the salary

[†]With the monthly rate option, a fixed salary is paid each month to the employee regardless of the number of working days in the calendar month. The salary must be paid during the holidays. Reporting is not required.

SALARY IN KIND (only for monthly rate option) :

Portion of the salary that is not paid in cash and that is part of the salary on which social security contributions are debited. Rates are established by the LAVS (Federal Act on Swiss State Pension).

Meals and accommodation Yes No

Number of days per week : at CHF 33.- per day or CHF 990.- (full month)

Meals only Yes No

Breakfast meal - Number of days per week : at CHF 3.50 per day

Lunch meal - Number of days per week : at CHF 10.00 per day

Dinner meal - Number of days per week : at CHF 8.00 per day

All three meals - Number of days per week : at CHF 21.50 per day

Accommodation only Yes No

Number of days per week : at CHF 11.50 per day or CHF 345.- (full month)

By signing, the employer certifies that the data are in conformity with reality.

Billing for the payment of social charges is quarterly in advance.

Date : Employer's signature:

Date : Employee's signature: