




# FOREIGN COMPANIES: MY PROCEDURES IN FRANCE

## REGISTER FOR THE TFE

You wish to register for the **Foreign Firms Slip (Titre Firms Étrangères/TFE)** to declare your social security contributions ? This **simplified and free system** ensures your employees' rights to benefits !

### WHY REGISTER FOR THE TFE?

- One single document to complete all formalities relating to employment: declaration prior to recruitment (DPAE) and employment agreement.
- One single declaration for all welfare institutions in charge of collective and mandatory schemes.
- One single payment for all compulsory social protection contributions to said institutions via Urssaf Alsace.

 **Important :** The Foreign Firms Slip does not apply to employees who benefit from reduced rates such as artists, intermittent entertainment workers, journalists, posted Indian employees, travellers, representatives and salespersons with multiple employers, Independent door-to-door salespersons, civil aviation professional cabin staff.

To register for the TFE, I must first register with the SFE (Service Firms Etrangères) in order to receive a company registration (**SIRET**) number.

Upon receiving my company registration number, I must wait 72 hours before registering on the TFE website.  
[www.tfe.urssaf.fr](http://www.tfe.urssaf.fr)

## WHAT DO I NEED TO DO TO ENSURE THE PROPER COMPLETION OF MY REGISTRATION?

### 1. Know my employee's status :

If he/she is an executive, I must contact the "Malakoff Humanis" supplementary pension organization to learn about applicable rates : [www.malakoffhumanis.com](http://www.malakoffhumanis.com)

### 2. Take out a pension policy :

If my employee is an executive or falls under an agreement providing for such, I must contact the pension organization of my choice. This will enable me to obtain a copy of the pension contract demonstrating membership and to provide this information when registering on the supplementary organization data configuration sheet.

### 3. Take out supplementary health insurance :

For all my employees whether executives or not.

### 4. Know the health organization at work :

If I do not know which organization my employees are members of, I can ask the DREETS : <https://dreets.gouv.fr/>

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### 5. Register with the paid leave fund :

If required by my collective agreement, I must register with the Paris regional paid leave fund for the building sector (CCPBRP). Or to an interprofessional paid leave fund for the transport sector.

### 6. A social security number for my employees :

This number must be definitive. The employee must contact their French local health insurance fund (CPAM) for all formalities : [www.ameli.fr](http://www.ameli.fr)

### 7. Create an account (occupational accident/illness) :

I must create an occupational accident/illness account on the [net-entreprises.fr](http://net-entreprises.fr) website. As from 1 January 2022, occupational accident/illness rates must be notified electronically for all companies under the general scheme : [www.net-entreprises.fr](http://www.net-entreprises.fr)

## USEFUL INFORMATION :

- ➔ According to French legislation, the collective number of monthly working hours is 151H40 per month (legal duration). This may be personalised when entering contractual details for each employee.
- ➔ You are not required to pay payroll tax, apprenticeship tax or continuing vocational training tax.
- ➔ The date of registration to the Foreign Firms Slip is the date on which you employed your first employee in France, as on the E0 form.
- ➔ To find out which collective agreement applies to my activity, I can contact the DREETS.
- ⚠ If you no longer have any employed staff, remember to close your account through the SFE !

## FOR MORE INFORMATIONS

 [www.foreign.compagnies-urssaf.eu](http://www.foreign.compagnies-urssaf.eu) - [www.tfe.urssaf.fr](http://www.tfe.urssaf.fr)

 [sfe@urssaf.fr](mailto:sfe@urssaf.fr)

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