

Notification form on hiring employees approved

On 17 June 2015, the Cabinet of Ministers of Ukraine by way of its Resolution No. 413 approved the new form of notification to the State Fiscal Service on hiring employees. Such notification is submitted by the owner of the enterprise, organization or its authorized body or individual entrepreneur to the local authorities of the State Fiscal Service at the place of their registration as taxpayers of the unified social tax.

The notification shall be submitted by one of the following ways before the employee starts to work under the employment agreement:

- electronically using digital signature of the responsible person in accordance with the requirements of legislation on electronic document circulation and digital signature;
- as a hard copy along with the electronic copy;
- as a hard copy if the employment agreements were executed with no more than five persons.

Please note that legal entities and individual entrepreneurs, which use hired labour, are liable for hiring employees without execution of an employment agreement (contract). In case of failure to notify the State Fiscal Service on hiring an employee a penalty is imposed in the amount of 30 minimal salaries as specified by the law for each such employee. As of today, the minimal salary amounts to UAH 1,218 (approx. USD 57; EUR 51).

Resolution No. 413 came into force on 3 July 2015.