

MEYER	Staff registration, extension and re-registration (partner companies) (NEPTUN WERFT)	Formular – Nr.: Fo 00479
		Revisionsstand: 24.04.2023
		Revisions-Nr.: 5

	Partner company name and address	Contact information
<p>To receive company ID cards please hand in this form to our ID office 48 hours before the start of working operations. Therefore please note the following opening hours:</p> <p>Monday – Friday: 7.30 AM – 10.00 AM and Monday – Wednesday: 1.30 PM – 2.30 PM</p> <p>E-Mail: ausweisstelle@neptunwerft.de</p>		

It is hereby confirmed that the employees listed below (including the employees of subcontractors) have been instructed on the contents of the applicable operating regulations and the operating instructions BA 100 (brochure "Working Safely at NEPTUN WERFT") on record before entering the shipyard premises.

Date: _____ **Contact Signature:** _____
Only direct contractual partners of Neptun Werft are authorized to sign.

Please fill out:							Will be filled out by the ID office:			
Registra- tion	Extension	Expected start date	Surname, Name	Date of Birth	Nationality	If <u>subcontractor</u> – Name of company	Signature Employee (for receipt of card!)	Company ID Card No.	Personnel No.	Hand out Date
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/>									

ID card information, please note:
 The ID cards must always be with the employees.
 The ID cards are not allowed to be passed on to others.
 In case of loss or damage we will charge you with **25 €**.
 When your work here is finished you have to give your ID cards back to our personnel office. For missing re-registration you will also receive an invoice over **25 €**.

Data Protection Regulations:
 The collection of personal data takes place for the specific purpose of admission control (creation of entry identification cards) and for the performance of required industry safety measures. Furthermore the collection of data serves the purpose of auditing the compliance of the „Declaration on the social rights of employees of „NEPTUN WERFT“ (Social Charter). The NEPTUN WERFT GmbH & Co. KG places particular value on the protection of personal data. Storing and use of personal data of employees are treated according to the data protection regulations, especially the Federal Data Protection Act. We therefore request that an encrypted method of data transfer (7ZIP) is used when transmitting your personal data.