



Pre-registration form for external staff

Please use one form for each maincontractor/subcontractor.

Please open the document in Adobe Acrobat Reader and send it using the buttons.

Entering the factory premises and administrative areas of tkSE AG requires an ID card. To apply for a personal ID card, all **necessary** documents must be submitted to the ID department in **original**.
More information regarding these can be found here:



Maincontractor (MC): _____

Supervisor/phone MC: _____

Subcontractor (SC1)/address/supervisor: _____

Subcontractor (SC2)/address/supervisor: _____

Subcontractor (SC3)/address/supervisor: _____

Subcontractor (SC4)/address/supervisor: _____

Construction site: _____

Construction site duration (from-till): _____

Contact person at tkSE AG (Last name/E-mail): _____

Please send the digitally completed form back to your contact person at tkSE AG*
**Only pre-registrations filled out digitally will be accepted!*

**Registration must be sent to the contractor register office tkSE AG at least 72 hours before the start of the deployment.
Without prior notice, access to the factory premises may be refused.**

The basic safety instruction must be carried out before ID card is created.

If necessary, you will be asked to submit a corresponding **statement of work-contract** before the ID card is created.

The main-/subcontractor is immediately obliged to return the ID cards of people who have completed their work to the personnel at the gates. Lost or non-returned ID cards will be charged € 50.
By signing the pre-registration both main- and/or sub-contractor confirm the correctness of their statements. Any changes must be immediately reported to contractor register office of tkSE AG.

The safety guidelines and the "Conditions for the deployment of partner companies" are available at the contractor register office.

Employee data								Temporary workers		Basic safety instruction		Plant security filled out		
No.	Last name	First name	Date of birth	Nationality	Registration address	Certificate of coverage (A1) valid till	Residence permit till	Temporary workers	If true, temporary employment agency	Instruction through	Instruction on	Consent to the processing of my personal data and my image	ID card-no.	Signature receiving ID card
1								Yes No						
2								Yes No						
3								Yes No						
4								Yes No						
5								Yes No						
6								Yes No						
7								Yes No						
8								Yes No						
9								Yes No						

As the contact person, send the completed pre-registration form by email to the contractor register office at the relevant plant:

Plant: _____