



# Objectives of the document

This document presents the functionalities of the online declaration portal aimed at foreign businesses.

The functionalities are documented as follows:

- introduction to the functionality
- description of the interface and of actions that can be carried out (illustrated using screen captures)
- details of difficulty of usage and / or understanding.

## Summary

The SIPSI application enables foreign businesses to inform the departments of the work inspectorate of workers who are posted to France. Prior declarations of posting are entered via the SIPSI online declaration portal, which reproduces CERFA forms that are currently in use (posting-declaration forms as specified in articles R. 1263-3, R. 1263-4, and R. 1263-6 of the Labour Code, recorded under CERFA numbers 15420\* 01, 15421\* 01 and 15422\* 01). Officers of the labour inspectorate are informed, and can use an intranet management portal to consult the declarations that have been transmitted. Using the SIPSI remote service means that the foreign business is not required to send its declaration by other means, thus it does not have to seek out the contact details of the work inspectorate that has territorial competence. An acknowledgement of receipt is automatically sent by e-mail to the declaring firm and its representative in France, with the declaration transmitted as an attachment. Some functionalities (automated completion using repositories, duplicating a declaration, etc.) can facilitate or reduce the number of data inputs for recurring information.

### **General presentation of the online declaration portal**

The onlinedeclaration portal facilitates the declaration of workers posted to France. Three templates are available:

1. usual case
2. intragroup
3. temporary work.

The portal is available in French and English.

URL for accessing the online declaration portal: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)

# Table of contents

Objectives of the document.....	2
Summary.....	2
<b>Online declaration portal.....</b>	<b>4</b>
1.1. General remarks .....	4
1.2. Logging in to SIPSI.....	5
1.3. Setting up your online declarant account.....	6
1.4. Requesting a new password.....	9
1.5. Home page.....	10
1.6. Modifying your account.....	13
1.7. Managing your repositories .....	13
1.8. Entering a prior declaration of posting.....	16
1.9. Managing declarations .....	21
1.9.1. Listing declarations .....	21
1.9.2. Consulting a declaration.....	23
1.9.3. Modifying a declaration.....	23
1.9.4. Deleting a declaration .....	23
1.9.5. Completing a declaration.....	23
1.9.6. Transmitting a declaration.....	24
1.9.7. Duplicating a declaration.....	25
1.9.8. Accessing a declaration's history of CERFA forms.....	25
1.10. Consulting the news.....	26
1.11. Consulting the FAQs .....	26
1.12. Consulting legal notices .....	28
1.13. Displaying the Contacts page.....	29

# Online declaration portal

## 1.1. General remarks

The online declaration portal brings together the following functionalities:

- [User authentication](#)
- [Home page](#)
- [Managing the declarant account](#) (set-up and modification)
- [Managing repositories](#)
- [Inputting a prior declaration of posting](#) (three templates)
- [Managing declarations](#) (modifying, completing, deleting, duplicating, transmitting)
- [Consulting the news](#)
- [Consulting the FAQs](#)
- [Consulting legal notices](#)
- [Consulting the contacts page](#)

## 1.2. Logging in to SIPSI



Détachement de  
travailleurs en France  
*International Posting of Workers in France*

**Bienvenue sur SIPSI / Welcome to SIPSI**

**Déclaration préalable de détachement de salariés en ligne**  
*Online prior declaration of posting*

**1**

**Tout employeur établi hors de France** qui prévoit d'effectuer une prestation de service sur le territoire français doit transmettre avant le début de son intervention en France une déclaration préalable de détachement de ses salariés à l'inspection du travail du lieu de réalisation de la prestation.  
*All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway.*

**Ce site vous permet d'accomplir cette déclaration en ligne dans des conditions sécurisées et simplifiées.**  
*You can use this website to complete this online declaration easily and securely.*

A l'issue de la procédure de déclaration en ligne, vous recevrez un courriel d'accusé réception précisant le numéro de référence de votre déclaration et vous en transmettant une copie.  
*At the end of this online declaration procedure, you will receive a confirmation email containing a copy and indicating the reference number of your declaration.*

Pendant toute la durée de leur détachement, les salariés bénéficient de certaines dispositions du droit français du travail, notamment en matière de salaire minimal et de durée du travail. Pour plus d'informations, [cliquer ici](#)  
*Throughout their posting, the workers will be protected by some provisions of the French labour law, particularly in terms of minimum wage and working hours. Click here to find out more.*

**2**

**Créer mon compte**  
*Create my account*

**CONNEXION**  
**LOGIN**

Identifiant / Login

Mot de passe / Password

Retenir mon identifiant / Remember my login

**3**

**Se connecter**  
*Log in*

**4**

Mot de passe oublié / Forgotten password

**5**

Mentions légales | FAQ | Contact

1) Information panel presenting the SIPSI application as well as the terms of the onlinedeclaration procedure.

2) Button that allows you to set up your online declarant account. When the button is clicked, the registration form is displayed.

3) Form for logging in to the application:

- **the login is the contact address that is entered when the account is set up.** The login is not case-sensitive

- the password is the one entered when the account is set up.
- If the “Remember my login” box is ticked, the login is remembered for the next session.

If the information entered is correct, the user is directed to the SIPSI [home page](#).

4) The “Password forgotten” link opens a form to [request a new password](#).

5) Page–footer information

- the [Legal Notices](#) link opens a page that informs the user of the legal aspects of the online declaration service
- the [FAQ](#) link opens a page that lists the most frequently–asked questions
- the [Contact](#) link opens a page that gives contact details for contact persons in the regions.

Notes:

- After 5 authentication errors using the same login, the account password is reset and sent to the user’s e–mail in–box.
- If the password is forgotten, the user can request a new password by clicking on the “Password forgotten” link.

## 1.3. Setting up your online declarant account

In order to make a remote declaration, the user must first set up an account and complete all the fields of the registration form.

The registration form has three sections.

1) In the first section, the user enters the details of the foreign business. **The e–mail address entered shall be used as the login.**

Données entreprise étrangère / Foreign company data

**Nom ou raison sociale** \_\_\_\_\_  
*Name or business name*

**N° de voie** \_\_\_\_\_ **Rue** \_\_\_\_\_  
*Number Street*

**Complément adresse** \_\_\_\_\_  
*Address line 2*

**Code postal** \_\_\_\_\_ **Ville** \_\_\_\_\_  
*Postal code Town*

**Pays** NON DEFINI   
*Country*

**N° de téléphone** \_\_\_\_\_ **N° de télécopie** \_\_\_\_\_  
*Telephone number Fax number*

**Courriel** \_\_\_\_\_  
*Email*

**Forme juridique** \_\_\_\_\_ **Registre professionnel (ou équivalent) dans le pays d'établissement** \_\_\_\_\_  
*Legal status Professional Register, Trade Register or equivalent*

**Référence de l'immatriculation ou de l'enregistrement** \_\_\_\_\_  
*Registration references*

**Activité principale** Agriculture / Agriculture sector   
*Main activity*

1

2) In the second section, the user enters information on the director of the business:

**Dirigeant de l'entreprise / Director**

**Nom** \_\_\_\_\_ **Prénom** \_\_\_\_\_  
*Name First name*

**Date de naissance** 01/01/1980 **Ville de naissance** \_\_\_\_\_  
*Date of birth Town of birth*

**Pays de naissance** NON DEFINI   
*Country of birth*

**Mot de passe** \_\_\_\_\_   
*Password*

**Confirmez le mot de passe** \_\_\_\_\_   
*Confirm password*

**2**

Entering the password:

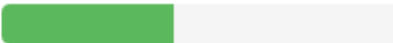
An indicator informs the user of the strength of the password entered.


Red shows that the password is weak.

Green shows that the password is strong.

**Mot de passe** ●●●●●●●●| \_\_\_\_\_   
*Password*

Next, the user must confirm the password by entering it in the “Confirm password” field. If the confirmation password differs from the initial password, the validity indicator is red:

**Mot de passe** ●●●●●●●● \_\_\_\_\_   
*Password*

**Confirmez le mot de passe** ●●●●●●●●| \_\_\_\_\_   
*Confirm password*

Password strength is shown for guidance only. It is entirely possible to set up an account with a “weak” password.

3) In the third section, the user must enter a CAPTCHA code to complete the registration:






If the CAPTCHA code displayed is illegible, the user can generate a new one by clicking

on the  button.

To submit the information entered, the user clicks on the  button.

When the form is validated, an e-mail message is sent to the user to confirm that the account has been set up; that message is sent to the e-mail address indicated in the form. Next, the user is re-directed to the login screen.

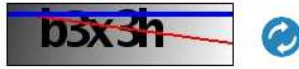
To cancel the registration process, the user clicks on the  button. The user will then be re-directed to the login page.

## 1.4. Requesting a new password

To receive a new password, the user must enter her / his login (the contact e-mail address entered when the account was set up) in the following form:

**Demander l'envoi d'un nouveau mot de passe / Ask for a new password**

**Merci de renseigner votre adresse email de contact**  
*Please give you email address*

**Saisir le texte contenu dans l'image**  
*Enter text in the image*

Envoyer  
Send Annuler  
Cancel

[Mentions légales](#) | [FAQ](#) | [Contact](#)

When the form is validated, a new password will be sent to the e-mail address given.

## 1.5. Home page

Once logged in, the user can access the SIPSI home page:

### Créer une Déclaration Préalable de Détachement

Create a Prior declaration of Posting

**1 CAS GÉNÉRAL**  
Usual case  
Modèle 1 / Template 1



**2 INTRAGROUPE**  
Intragroup  
Modèle 2 / Template 2



**3 TRAVAIL TEMPORAIRE**  
Temporary work  
Modèle 3 / Template 3



2

### Gérer mes déclarations

Manage my prior declarations

**0 Déclarations  
transmises**  
Transmitted declarations

**0 Déclarations non  
transmises**  
Untransmitted declarations

3

### Nouvelles News

#### Bienvenue sur l'application SIPSI

Elle va vous permettre de faciliter votre déclaration de travailleurs étrangers

*Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, incidunt ut labore et dolore magnam aliquam quaerat voluptatem.*

Excepteur sint occaecat cupidatat non proident totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

4

Mentions légales | FAQ | Contact


1) Drop-down menu that gives access to the following functionalities:

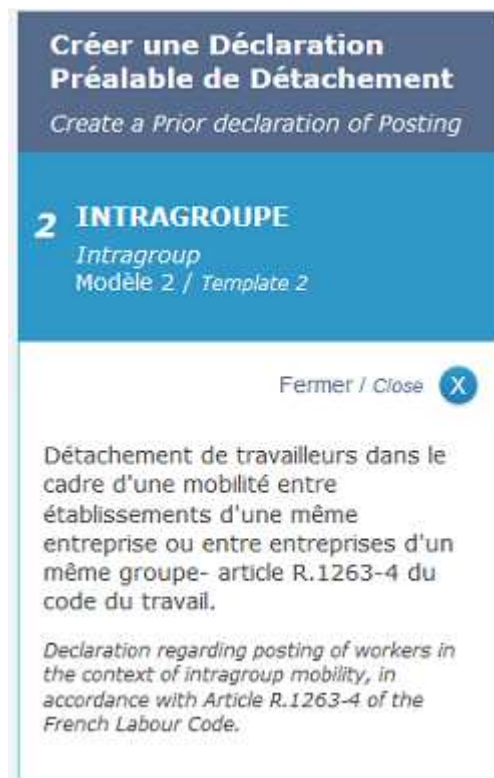
- [Modify your account information](#)
- [Manage your repositories](#)
- Log off

2) Access to various declaration forms – three templates are available.

- To [set up a declaration](#), the user clicks on the name of the template required.



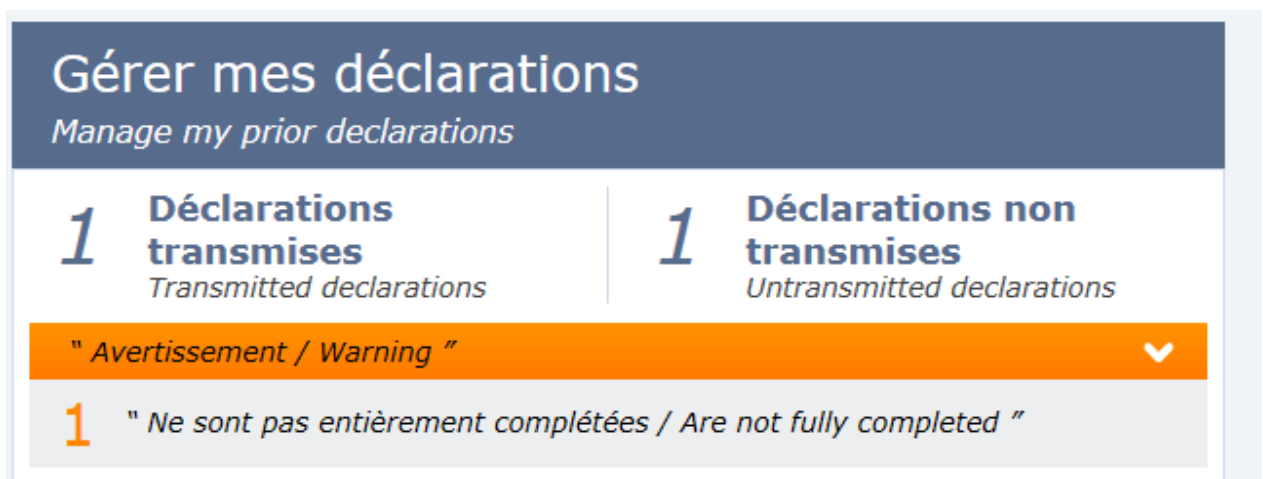
- The  button allows the template description to be displayed:



3) Displaying the number of declarations by criterion.

Clicking on the number gives access to the list of declarations filtered by a criterion:

- the number of declarations transmitted (including declarations “to be completed”)
- the number of declarations not transmitted, and that may be deleted
- the number of declarations to be completed (and that have, therefore, been modified by the administrator)



Clicking on that information re-directs the user to the list of declarations.

4) Panel displaying the [news](#) on the SIPSI application.

## 1.6. Modifying your account

The account-modification form contains the same sections as the [account set-up form](#),

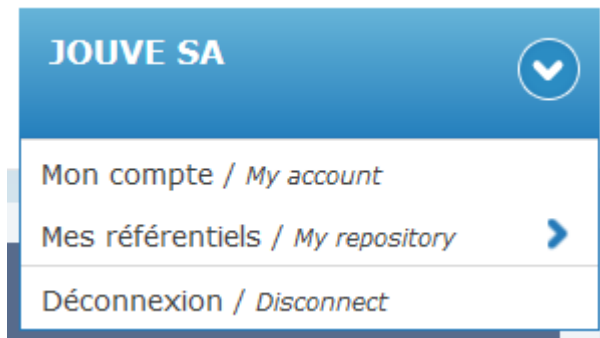
Note:

To change the password, the user must click on the “Change password” box.

## 1.7. Managing your repositories

Repositories allow recurring information to be recorded (e.g. a list of workers). In that way, automated completion reduces the time taken to input declarations. Using repositories is optional for the declarant.

To access the repositories, the user clicks on the pull-down menu:



When “My repository” is clicked, a submenu appears that lists the account’s repositories.





The user clicks on the name of the repository that she / he wants to modify.  
The list of items in the repository selected is displayed on the screen:



Liste des salariés  
*List of workers*

Filtres / Filters

Nom <i>Name</i>	Prénom <i>First name</i>	Date de naissance <i>Date of birth</i>	Ville de résidence <i>Town of residence</i>	Actions / Actions
Dujardin	Paul	01/01/1980	Copenhague	 

⌂
Page 1 sur 1
10
Enregistrements 1 - 1 sur 1

Ajouter  
*Add*
Retour  
*Back*

Mentions légales | FAQ | Contact

All repositories work in the same way.

- 1) “Export” button that enables all the repository items to be exported in CSV file format. The columns exported are the table columns (except actions).

Note: exporting does not take account of active filters.

- 2) Unfolding filter panel that allows the list of items displayed to be filtered. The filters offered correspond to the columns of the table.

Note: no filter is offered for dates of birth.

Example of filters on the directors’ repository:


Filtres / Filters

Nom <i>Name</i>	Prénom <i>First name</i>	Ville de naissance <i>Town of birth</i>	Pays de naissance <i>Country of birth</i>



The user enters the requisite filter values in the form’s fields.





To apply the filters, the user clicks on the “Search” button, . The system will search for the records that contain the filter values entered.

Note:

- The search is not case-sensitive.
- The user can use the wildcard character % in the filters.

3) Actions available for an item on the list:

-  Enables details of the item to be modified / viewed
-  Enables the item to be deleted.

Note: the directors' repository must contain at least one director.

- 4) Actions and navigation options in the list: from left to right: reload button, pagination and navigation between pages, pull-down list showing the number of results per page, total number of records.
- 5) Button that enables an item to be added to the existing repository.
- 6) Button to return to the home page.

## 1.8. Entering a prior declaration of posting

From the home page, the user can choose between three declaration templates:

1. usual case (posting as part of a contract for provision of service or for one's own account)
2. intragroup
3. temporary work.

The declaration templates comply with current regulations (posting-declaration forms specified in articles R. 1263-3, R. 1263-4, and R. 1263-6 of the Labour Code, recorded under CEFA numbers 15420\* 01, 15421\* 01, and 15422\* 01). When clicking on the template name, the input form is displayed. The form includes several tabs in which the user must complete all the fields. Each declaration template has its own tabs and data-input fields.

The input form is made up of four areas.

Example using template no. 1: Usual case:





Saisir une déclaration préalable de  
détachement  
Create a posting of worker's declaration

1

1 Données  
entreprise  
étrangère  
Foreign company  
data

2 Dirigeants  
Directors

3 Représentant,  
Donneur d'ordre  
Representative,  
Principal

4 Prestation  
Service

5 Frais  
Expenses

6 Salariés  
Workers

2

Intitulé / Title

Intitulé Libellé libre / Free text  
Title

Données entreprise étrangère / Foreign company data

Nom ou raison sociale JOUVE SA  
Name or business name

N° de voie 3 Rue Rue des Landelles  
Number Street

Complément adresse  
Address line 2

Code postal 35155 Ville Rennes  
Postal code Town

Pays FRANCE  
Country

N° de téléphone 0202020202 N° de télécopie 0202020202  
Telephone number Fax number

Courriel monami@courriel.com  
Email

Forme juridique SA Registre Registre  
Legal status professionnel (ou  
équivalent) dans le  
pays  
d'établissement  
Professional Register,  
Trade Register or  
equivalent

Référence de  
l'immatriculation ou  
de l'enregistrement  
Registration  
references

Activité principale Agriculture / Agriculture sector  
Main activity

Organisme de recouvrement des cotisations de sécurité  
sociale / Body collecting social security contributions

5

Nom  
Name

3



4

1) Header: displays the title of the form.

- 2) List of tabs. Each tab contains a set of specific fields. The user must complete all the fields.
- 3) Data-input form for the tab selected.

Points to note:

- The fields of the “Foreign Business” tab are automatically pre-completed using the user account’s business information.
- Some fields, such as the name of an organisation for recovering social-security contributions or the name of a director, are automatically completed based on details from the user account’s repositories. Hence, when the user enters the first characters of the name, the system offers the list of corresponding values taken from the repository. The user selects the requisite value from the list. The system pre-completes linked fields.

Example:

Auto-completed entry of director’s name:

The screenshot shows a form with the following fields and values:

<b>Nom</b> <i>Name</i>	la LANNEAU Michel	<b>Prénom</b> <i>First name</i>	
<b>Date de naissance</b> <i>Date of birth</i>	01/01/1980	<b>Ville de naissance</b> <i>Town of birth</i>	
<b>Pays</b> <i>Country</i>	NON DEFINI		

Pre-completing the director’s information:

The screenshot shows a form with the following fields and values:

<b>Nom</b> <i>Name</i>	LANNEAU	<b>Prénom</b> <i>First name</i>	Michel
<b>Date de naissance</b> <i>Date of birth</i>	01/01/1980	<b>Ville de naissance</b> <i>Town of birth</i>	Rennes
<b>Pays</b> <i>Country</i>	FRANCE		

- Other auto-completed field: the postcode – town field is automatically completed for French municipalities.

**Code postal - Ville**  x

*Postal code - Town*

78590 - RENNEMOULIN

52370 - RENNEPONT

35000 - RENNES

35700 - RENNES

35200 - RENNES

53110 - RENNES EN GRENOUILLES

11190 - RENNES LE CHATEAU

11190 - RENNES LES BAINS

25440 - RENNES SUR LOUE

02340 - RENNEVAL

- Checking the SIRET field: if the SIRET number entered in the intragroup declaration form does not exist in the repository of French businesses and establishments (SIENE database), the following indicator is displayed:

**N° d'identification**  ✘

**SIRET**

*SIRET number*

- It is entirely possible to set up a declaration with an unknown SIRET number in the SIENE database. However, if the SIRET format is incorrect, the declaration cannot be set up.
- Entering data into time fields: using the cursor to choose the time:

**Horaire de début de travail**

*Work start time*

**Choisissez une heure**

Heure

Minute

#### 4) Actions available:



repositories.

Allows the declaration to be recorded in the “untransmitted” state. The user can later modify it. Data entered concerning directors / representatives / service / principals / accommodation / bodies / workers will enrich the user account’s



Allows the current data input to be cancelled. The user is re-directed to the list of declarations.



Enables the declaration to be transmitted to the labour inspectorate. If the declaration is complete and if the user confirms transmission, the declaration is sent to

the labour inspectorate; a CERFA form is generated in PDF format, and is attached to the declaration. The CERFA form generated is sent by e-mail to the user, with a copy to the representative in France.


#### Navigation buttons:



Allows access to the next tab



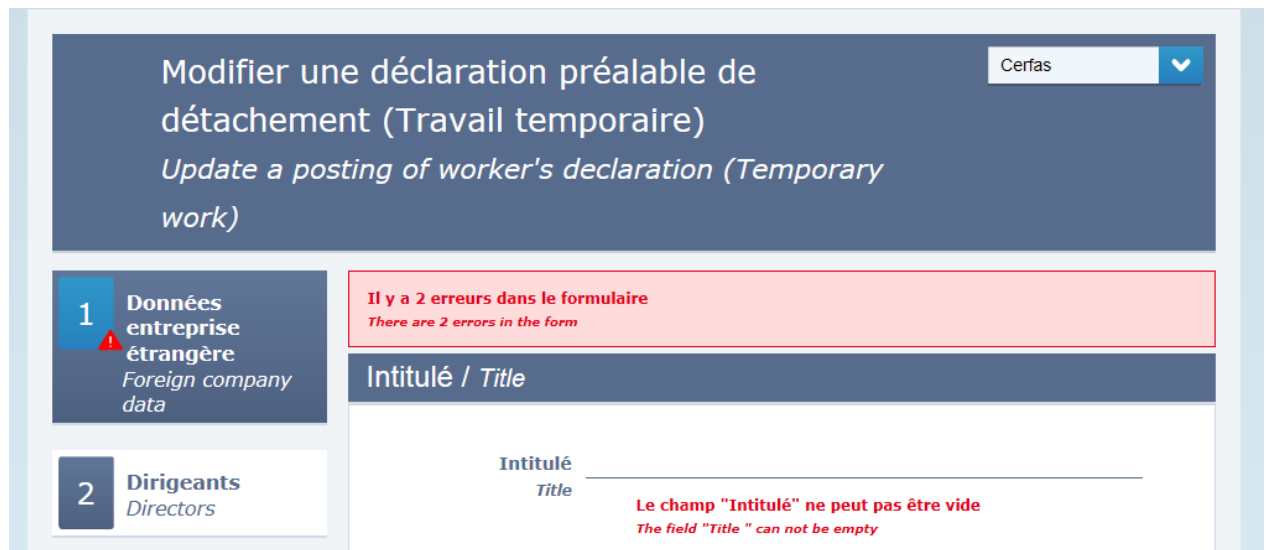
Allows access to the preceding tab

5) Button that enables a repeatable item (e.g. a director, a social-security contribution body, a provision of service, or a worker) to be added. To delete an item, the user clicks on the  button of the panel to be deleted.

#### Validating the form

Completeness checks are carried out when the declaration is recorded or transmitted.

If compulsory fields have not been completed, a red error message is displayed at the top of the form. The message gives the number of errors found. An error indicator is also displayed on the tabs concerned. To view error details, the user must click on the tab in question. A red error message is displayed on each invalid field:



The screenshot shows a web form titled "Modifier une déclaration préalable de détachement (Travail temporaire)" with the subtitle "Update a posting of worker's declaration (Temporary work)". A dropdown menu in the top right corner is set to "Cerfas". On the left, there are two tabs: "1 Données entreprise étrangère" (Foreign company data) and "2 Dirigeants" (Directors). A red error banner at the top of the form content area states "Il y a 2 erreurs dans le formulaire" (There are 2 errors in the form). Below this, the "Intitulé / Title" field is highlighted with a red error message: "Le champ 'Intitulé' ne peut pas être vide" (The field 'Title' can not be empty).

## 1.9. Managing declarations

### 1.9.1. Listing declarations

The list of declarations is accessible from the home page. The declarations displayed correspond to the criterion selected by the user on the home page (untransmitted, transmitted, or “to be completed”).

Liberté • Égalité • Fraternité  
RÉPUBLIQUE FRANÇAISE

Détachement de  
travailleurs en France  
International Posting of Workers in France

JOUVE SA

### Liste des déclarations préalables de détachement

List of posting of worker's declarations

Id / Id	Titre / Title	N° de transmission / No. transmission	Date d'envoi / Posting date	Mise à jour le / Updated on	Modèle / Model	Statut / Status	Actions / Actions
3	DPD n°2			02/02/2016	3	En cours de saisie	
1	Test des DPDs suspects	FRA#Renne#1-1	01/02/2016	01/02/2016	3	Transmise	

Page 1 sur 1 10 Enregistrements 1 - 2 sur 2

Retour Back

Mentions légales | FAQ | Contact

#### 1) Table headers

- Id: technical login / declaration reference
- Title: title of the declaration
- Transmission no.: number generated when the declaration is transmitted. Number format: <the first 3 letters of the business's country code>#<the first 5 letters of the municipality>#<login of the online declarant account>-<technical login of the declaration>
- Despatch date: date of transmission to the labour inspectorate
- Updated on: date of the latest update
- Template: type of declaration (1 = usual case, 2 = intragroup, 3 = temporary work)
- Status: state of the declaration (being input, transmitted, or to be completed)

- Actions that can be taken on the declaration

Default sorting: declarations are sorted by login (in descending order). The user can modify the sorting by clicking on the table headers.

#### Notes

- Incomplete declarations are shown in orange.
- Untransmitted declarations, which may be automatically deleted by the system, are shown in red.

## Liste des déclarations préalables de détachement

### List of posting of worker's declarations

**Avertissement / Warning**

Certaines de vos déclarations ne sont ni transmises ni modifiées récemment et vont être supprimées.  
*Some of your statements are not transmitted nor recently modified and will be deleted.*

**Avertissement / Warning**

Certaines de vos déclarations ne sont pas complètes  
*Some of your statements are not complete*

Id / Id	Titre / Title	N° de transmission / No. transmission	Date d'envoi / Posting date	Mise à jour le / Updated on	Modèle / Model	Statut / Status	Actions / Actions
3	DPD n°2			08/08/2015	3	En cours de saisie	
1	Test des DPDs sus pectes	FRA#Renne#1-1	01/02/2016	01/02/2016	3	A compléter	

φ
Page 1 sur 1
10
Enregistrements 1 - 2 sur 2

Retour  
Back

#### 2) Available actions:

- Allows a declaration to be [modified](#)
- Enables an untransmitted declaration to be deleted
- Enables a declaration to be [completed](#)
- Enables a transmitted declaration to be [duplicated](#)
- Link to the latest version of the CERFA form. When the button is clicked, the CERFA form is displayed in the PDF file viewer of the user's workstation.

3) Actions and navigation options in the list: from left to right: reload button, pagination and navigation between pages, pull-down list showing the number of results per page, total number of records

4) Button enabling a return to the [home page](#)

## 1.9.2. Consulting a declaration



To consult a declaration, the user must select the declaration in the list and use the button to modify or complete it.

The modification form is displayed on the screen, and presents the information from the declaration.

If the declaration has already been transmitted, the user can [access the CERFA form\(s\) generated](#).

## 1.9.3. Modifying a declaration



To modify a declaration, the user must select the declaration in the list and use the button to modify it.


Note: using this functionality enables a declaration to be updated and completed, taking account of future conditions for providing a service (e.g. if a worksite is extended, or if the list of workers is modified). It does not discharge the business from its obligation to make a complete and precise declaration **before** its workers are posted. Transmitting a declaration by that method does not replace any previously-transmitted declaration(s), which is / are archived and always accessible to officers of the labour inspectorate.

The modification form is displayed on the screen, and presents the information from the declaration. The user modifies the requisite fields.

The modification form behaves like the [set-up form](#) (same completeness checks, same principle of reusing / enriching repositories, etc.).

## 1.9.4. Deleting a declaration

Only untransmitted declarations can be deleted.

To delete a declaration, the user must select the declaration in the list and request its deletion (  button).

A confirmation pop-in is displayed on the screen. If the user confirms deletion, the declaration is deleted from the account.

## 1.9.5. Completing a declaration

This functionality enables modification of a declaration that the labour inspectorate has deemed incomplete.



## Liste des déclarations préalables de détachement *List of posting of worker's declarations*

### Avertissement / Warning

Certaines de vos déclarations ne sont pas complètes  
*Some of your statements are not complete*

Id / Id	Titre / Title	N° de transmission / No. transmission	Date d'envoi / Posting date	Mise à jour le / Updated on	Modèle / Model	Statut / Status	Actions / Actions
3	DPD n°2			02/02/2016	3	En cours de saisie	
1	Test des DPDs suspects	FRA#Renne#1-1	01/02/2016	01/02/2016	3	A compléter	

Page 1 sur 1 10 Enregistrements 1 - 2 sur 2

Retour  
Back

[Mentions légales](#) | [FAQ](#) | [Contact](#)

To complete a declaration, the user must select the declaration in the list and use the button to complete it.

The modification form is displayed on the screen, and presents the information from the declaration.

The fields to be completed are shown by a bubble . When hovering with the mouse, a hint displays the modification suggestion issued by the Verification Officer:



The user can modify the fields on that basis and retransmit the form after it has been completed.

### 1.9.6. Transmitting a declaration

This functionality enables the input declaration to be sent to the labour inspectorate.





To transmit a declaration, the user must select the declaration in the list and use the button to modify it.

The modification form is displayed on the screen.


The user clicks on the  button to transmit the declaration.

If the declaration is complete, a confirmation window is displayed on the screen. If the user confirms transmission, the information from the declaration is sent to the labour inspectorate; a CERFA form in PDF format is generated and attached to the declaration. The CERFA form generated is sent by e-mail to the user.

### 1.9.7. Duplicating a declaration

This functionality enables the user to set up a new declaration that is pre-completed using an existing declaration.

Only transmitted declarations can be duplicated.


To duplicate a declaration, the user must select the declaration in the list and use the  button to duplicate it.

The set-up form is displayed, pre-completed with the details of the duplicated declaration. The mission dates and workers' posting dates are not copied across to the new declaration, and must be entered by the user.

The duplication form behaves like the [set-up form](#) (same completeness checks, same principle of reusing / enriching repositories, etc.).

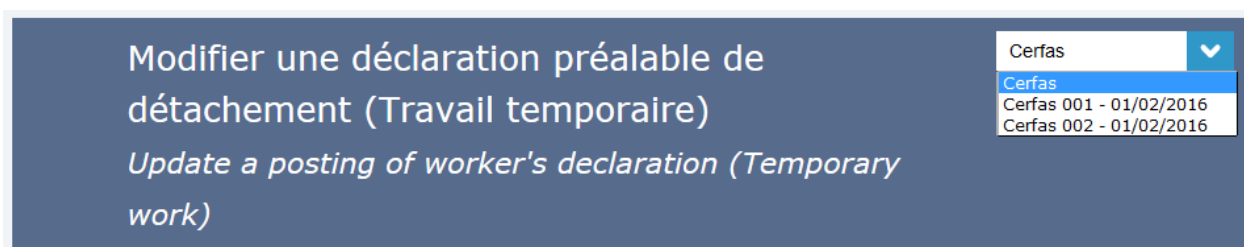
### 1.9.8. Accessing a declaration's history of CERFA forms

This functionality gives access to the various versions of the CERFA form (PDF files generated during successive transmissions of the declaration).

To access the history of CERFA forms, the user must select the declaration in the list and use the  button to complete it.

The modification form is displayed on the screen, and presents the information from the declaration.

In the form header, a pull-down list of CERFA forms gives access to the PDF files generated:



Modifier une déclaration préalable de détachement (Travail temporaire)  
*Update a posting of worker's declaration (Temporary work)*

Cerfas  
Cerfas  
Cerfas 001 - 01/02/2016  
Cerfas 002 - 01/02/2016

When a CERFA form is clicked, it is displayed in the PDF file viewer of the user's workstation.

## 1.10. Consulting the news

The user must be logged in to the application to view the site news. The news page is accessible from the user's home page.

Liberté • Égalité • Fraternité  
RÉPUBLIQUE FRANÇAISE

Détachement de  
travailleurs en France  
International Posting of Workers in France

JOUVE SA

**Créer une Déclaration Préalable de Détachement**  
Create a Prior declaration of Posting

**1 CAS GÉNÉRAL**  
Usual case  
Modèle 1 / Template 1

**2 INTRAGROUPE**  
Intragroup  
Modèle 2 / Template 2

**3 TRAVAIL TEMPORAIRE**  
Temporary work  
Modèle 3 / Template 3

**Gérer mes déclarations**  
Manage my prior declarations

**1 Déclarations transmises**  
Transmitted declarations

**0 Déclarations non transmises**  
Untransmitted declarations

**Nouvelles** | News

**Bienvenue sur l'application SIPSI**

Elle va vous permettre de faciliter votre déclaration de travailleurs étrangers.

*Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, incidunt ut labore et dolore magnam aliquam quaerat voluptatem*

Excepteur sint occaecat cupidatat non proident totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

1

Mentions légales | FAQ | Contact

- 1) By default, the news is displayed in French. English content is accessible by clicking on the “News” tab.

## 1.11. Consulting the FAQs

The FAQ page is accessible from the SIPSI login screen.

By default, FAQs are displayed in French. English content is accessible by clicking on the “Frequently-Asked Questions” tab.

## Questions Fréquentes

## Frequently Asked Questions

Pourquoi faire une déclaration préalable de détachement ?

Qui doit effectuer cette déclaration en ligne ?

Quand doit-on saisir cette déclaration ?

En quoi consiste cette déclaration ? Quels sont les éléments nécessaires à sa réalisation ?

Certains éléments que vous demandez me sont inconnus avant le début de la mission, que faire ?

Comment obtenir une copie de ma déclaration ?

J'ai téléchargé le formulaire généré, que dois-je en faire ?

Qui peut accéder aux déclarations transmises ?

Cette déclaration en ligne est-elle obligatoire ?

Comment procéder pour télé-déclarer / créer mon compte ?

J'ai oublié mon mot de passe ?

L'adresse mail de mon entreprise a changé, dois-je recréer un compte ?

Vous n'avez pas trouvé la réponse à vos interrogations ?

[Mentions légales](#) | [FAQ](#) | [Contact](#)

The user must click on a question to view the answer. The information panel unfolds to present the answer:

### Quand doit-on saisir cette déclaration ?

La déclaration doit être saisie avant le début du détachement du ou des salarié(s) en France pour chaque mission ou prestation en France.  
Si certains éléments sont modifiés pendant le détachement, le déclarant a la possibilité de modifier sa précédente déclaration.

## 1.12. Consulting legal notices

The legal-notices page is accessible from the SIPSI login screen. By default, legal information is displayed in French. English content is accessible by clicking on the “Legal Information” tab.



Détachement de  
travailleurs en France  
*International Posting of Workers in France*

**Informations légales** | **Legal information**

---

Information éditeur

---

Informations prestataires

---

Droits de reproduction

---

Liens hypertextes

---

Responsabilités sur les contenus

---

Politique en matière de données personnelles

---

[Mentions légales](#) | [FAQ](#) | [Contact](#)

The user must click on the text of a piece of legal information to view its detail. The information panel unfolds to present the description.

### Informations prestataires

L'hébergement est assuré par le ministère du travail, adresse postale : 39-43 quai André Citroën - 75902 PARIS CEDEX 15.

Le développement est assuré par JOUVE dont le siège est situé au 1, rue du Docteur Sauvé, CS 40003, 53101 MAYENNE CEDEX (téléphone : 01.44.76.54.40 ; courrier électronique : [contact@jouve.fr](mailto:contact@jouve.fr) ).

La rédaction des contenus est assurée par la Direction Générale du Travail.

## 1.13. Displaying the Contacts page

The contacts page is accessible from the SIPSI login screen. By default, contacts are displayed in French. English content is accessible by clicking on the “Contact” tab.



Détachement de  
travailleurs en France  
*International Posting of Workers in France*

Contacts | **Contact**

Pour toute question juridique ou relative à la télé-saisie, vous pouvez contacter l'unité départementale de votre Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l'emploi ou DI(R)ECCTE, dont vous trouverez les coordonnées en cliquant [ici](#).

Assurez-vous auparavant que votre question n'ait pas déjà été traitée dans la rubrique [La Foire aux Questions](#).

Vous pouvez également obtenir les coordonnées de contact sur le [site internet du ministère chargé du travail](#).

[Mentions légales](#) | [FAQ](#) | [Contact](#)