|  |
| --- |
| Образец уведомления о заключении трудового договора с иностранным гражданином с 20.04.2018 |

Данное уведомление применяется для представления работодателями в региональные подразделения по вопросам миграции МВД России сведений о привлекаемых для работы иностранных гражданах.

Утверждена Приказом МВД России от 10.01.2018 N 11.

Приложение N 13

к приказу МВД России

от 10.01.2018 N 11

ФОРМА УВЕДОМЛЕНИЯ

О ЗАКЛЮЧЕНИИ ТРУДОВОГО ДОГОВОРА ИЛИ ГРАЖДАНСКО-ПРАВОВОГО

ДОГОВОРА НА ВЫПОЛНЕНИЕ РАБОТ (ОКАЗАНИЕ УСЛУГ) С ИНОСТРАННЫМ

ГРАЖДАНИНОМ (ЛИЦОМ БЕЗ ГРАЖДАНСТВА)

УВЕДОМЛЕНИЕ

о заключении трудового договора или гражданско-правового

договора на выполнение работ (оказание услуг) с иностранным

гражданином (лицом без гражданства)

Настоящее уведомление предоставляется в:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| О | В | М |  | О | М | В | Д |  | Р | О | С | С | И | И |  | П | О |  | Д | А | Н | И | Л | О | В | С | К | О | М | У |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Р | А | Й | О | Н | У |  | Г. |  | М | О | С | К | В | Ы |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (наименование территориального органа МВД России на региональном уровне) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| 1. Статус работодателя или заказчика работ (услуг) |  | (нужное отметить | X | или | V | ): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| X | - | юридическое лицо |  | - | иное лицо, чья профессиональная деятельность в соответствии с федеральными законами подлежит государственной регистрации и (или) лицензированию |
|  |  |  |  |  |  |
|  | - | индивидуальный предприниматель |  | - | представительство иностранного юридического лица |
|  |  |  |  |  |  |
|  | - | адвокат, учредивший адвокатский кабинет |  | - | филиал иностранного юридического лица |
|  |  |  |  |  |  |
|  | - | физическое лицо |  | - | частный нотариус |

Основной вид экономической деятельности в соответствии с Общероссийским

[классификатором](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=300763&rnd=3A9F18F147465C84AB11A4B4036B29BA) видов экономической деятельности (ОКВЭД) (не заполняется

работодателем или заказчиком работ (услуг), являющимся физическим лицом -

гражданином Российской Федерации):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 4 | 3 | . | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Сведения о работодателе или заказчике работ (услуг):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| О | Б | Щ | Е | С | Т | В | О |  | С |  | О | Г | Р | А | Н | И | Ч | Е | Н | Н | О | Й |  |  |  |  |  |  |  |  |  |  |

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| О | Т | В | Е | Т | С | Т | В | Е | Н | Н | О | С | Т | Ь | Ю |  | " | П | О | Л | И | Г | О | Н | - | 2 | " |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| (полное наименование юридического лица/филиала иностранного юридического лица/представительства иностранного юридического лица, фамилия, имя, отчество (при наличии) индивидуального предпринимателя/адвоката, учредившего адвокатский кабинет)/ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| (частного нотариуса/физического лица - гражданина Российской Федерации) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7 | 7 |  | N | 3 | 5 | 7 | 2 | 3 | 9 | 2 | 5 | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [<1>](http://fedconsultant.ca.sbrf.ru/cons/static4017_00_91_339927/document_notes_inner.htm?#p1547) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| (для юридических лиц - номер свидетельства о государственной регистрации юридического лица, для филиалов или представительств иностранных юридических лиц - номер документа, подтверждающего факт аккредитации филиала или представительства иностранного юридического лица, для индивидуальных предпринимателей - номер свидетельства о государственной регистрации физического лица в качестве индивидуального предпринимателя, для частных нотариусов - номер лицензии на право нотариальной деятельности, для физического лица - наименование документа, удостоверяющего личность, его серия и номер, кем и когда выдан) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 7 | 7 |  | N | 3 | 5 | 7 | 2 | 3 | 9 | 2 | 5 | 5 |  | 7 | 7 | 6 | 9 | 5 | 4 | 5 | 8 | 5 | 6 |  | 7 | 7 | 9 | 4 | 5 | 5 | 2 | 7 | 8 |
| (номер свидетельства о постановке на учет в налоговом органе, ИНН (при наличии), КПП (при наличии)) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | 1 | 5 | 4 | 3 | 2 |  | Г | О | Р | О | Д |  | М | О | С | К | В | А |  | У | Л | И | Ц | А |  | К | И | Р | О | В | А |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Д | О | М |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (место нахождения (для физического лица - адрес фактического места жительства) работодателя или заказчика работ (услуг): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом, квартира/офис) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Контактный телефон: | + | 7 | ( | 4 | 9 | 5 | ) | 6 | 7 | 9 | 2 | 5 | 6 | 5 |  |  |  |  |  |  |  |  |  |  |  |

2. Сведения об иностранном гражданине, с которым работодателем или

заказчиком работ (услуг) заключен трудовой договор или гражданско-правовой

договор на выполнение работ (оказание услуг):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Фамилия | С | А | Х | И | Б | О | В |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Имя | Ш | А | Х | Н | А | З | А | Р |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Отчество  (при наличии) | Ф | А | Р | Х | У | Д | О | В | И | Ч |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Гражданство | У | З | Б | Е | К | И | С | Т | А | Н |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Место рождения  (при наличии сведений) | У | З | Б | Е | К | И | С | Т | А | Н |  | Т | А | Ш | К | Е | Н | Т |  |  |  |  |  |  |
| (государство, населенный пункт) | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Дата рождения | 2 | 3 |  | 0 | 3 |  | 1 | 9 | 7 | 2 |
|  | (число) | |  | (месяц) | |  | (год) | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Документ, удостоверяющий личность | П | А | С | П | О | Р | Т |  |  |  |  |  |  |  |
| (наименование) | | | | | | | | | | | | | |

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| Серия | V | C |  |  |  |  |  | N | 1 | 2 | 5 | 6 | 3 | 8 | 5 |  |  | Дата выдачи: | 2 | 9 |  | 0 | 6 |  | 2 | 0 | 1 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | (число) | |  | (месяц) | |  | (год) | | | |

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| Кем выдан | У | В | Д |  | Г | О | Р | О | Д | А |  | Т | А | Ш | К | Е | Н | Т | А |  |  |  |  |  |  |  |  |  |

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| Номер миграционной карты  (при наличии) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 8 | 1 | 3 |  | N | 1 | 8 | 5 | 4 | 3 | 2 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Дата выдачи | 1 | 3 |  | 0 | 4 |  | 2 | 0 | 1 | 8 |
|  | (число) | |  | (месяц) | |  | (год) | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Адрес постановки на учет по месту пребывания или адрес регистрации  по месту жительства  (при наличии) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 1 | 5 | 4 | 3 | 2 |  | Г | О | Р | О | Д |  | М | О | С | К | В | А |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| У | Л | И | Ц | А |  | К | И | Р | О | В | А |  | Д | О | М |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом, квартира) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Дата постановки на учет по месту пребывания или регистрации по месту жительства: | 2 | 6 |  | 0 | 4 |  | 2 | 0 | 1 | 8 |
|  | (число) | |  | (месяц) | |  | (год) | | | |

3. Сведения о разрешении на работу или патенте, на основании которых

иностранный гражданин осуществляет трудовую деятельность (не заполняется в

случае осуществления трудовой деятельности без разрешения на работу или

патента, а также в случае заключения трудового договора или

гражданско-правового договора на выполнение работ (оказание услуг) с

иностранным гражданином, привлекаемым к трудовой деятельности в качестве

высококвалифицированного специалиста в соответствии со [статьей 13.2](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=301169&rnd=3A9F18F147465C84AB11A4B4036B29BA&dst=228&fld=134)

Федерального закона от 25 июля 2002 г. N 115-ФЗ "О правовом положении

иностранных граждан в Российской Федерации"):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Наименование документа | П | А | Т | Е | Н | Т |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Серия | 7 | 7 |  |  |  |  |  |  | N | 1 | 8 | 0 | 7 | 6 | 0 | 3 | 5 | 2 |  |

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| Дата выдачи | 2 | 0 |  | 0 | 4 |  | 2 | 0 | 1 | 8 |
|  | (число) | |  | (месяц) | |  | (год) | | | |

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| Кем выдан | У | В | М |  | Г | У |  | М | В | Д |  |  |  |  |  |  |  |  |  |  |  | [<2>](http://fedconsultant.ca.sbrf.ru/cons/static4017_00_91_339927/document_notes_inner.htm?#p1548) |

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| Срок действия | 2 | 0 |  | 0 | 4 |  | 2 | 0 | 1 | 8 | по | 1 | 9 |  | 0 | 4 |  | 2 | 0 | 1 | 9 |
|  | (число) | |  | (месяц) | |  | (год) | | | |  | (число) | |  | (месяц) | |  | (год) | | | |

Трудовая деятельность осуществляется иностранным гражданином (лицом без

гражданства) без разрешения на работу или патента на основании (не

заполняется в случае осуществления трудовой деятельности на основании

разрешения на работу или патента):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (наименование международного соглашения или ссылка на акт законодательства Российской Федерации, предусматривающие осуществление трудовой деятельности без разрешения на работу или патента) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Профессия (специальность, должность, вид трудовой деятельности), по которой

иностранный гражданин осуществляет трудовую деятельность

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| М | А | Л | Я | Р |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (указывается в соответствии с Общероссийским [классификатором](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=212200&rnd=3A9F18F147465C84AB11A4B4036B29BA) специальностей по образованию (ОКСО), Общероссийским [классификатором](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=135996&rnd=3A9F18F147465C84AB11A4B4036B29BA&dst=100010&fld=134) профессий рабочих, должностей служащих и тарифных разрядов (ОКПДТР) или Общероссийским [классификатором](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=177953&rnd=3A9F18F147465C84AB11A4B4036B29BA) занятий (ОКЗ). В случае трудовой деятельности у физического лица - гражданина Российской Федерации может быть указана профессия (специальность, должность, вид трудовой деятельности, не соответствующая данным [классификаторам](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=query&div=PAP&opt=1&REFDOC=90086&REFBASE=PAP&REFFIELD=134&REFSEGM=441&REFPAGE=text&mode=multiref&ts=2825115324387985856&REFDST=100483)) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Трудовая деятельность осуществляется иностранным гражданином на основании |  | (нужное отметить | V | или | X | ): |

|  |  |  |  |
| --- | --- | --- | --- |
| X | трудового договора |  | гражданско-правового договора на выполнение работ (оказание услуг) |

|  |  |  |  |  |  |  |  |  |  |  |
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| Дата заключения с иностранным гражданином трудового договора или гражданско-правового договора на выполнение работ (оказание услуг): |  |  |  |  |  |  |  |  |  |  |
| 2 | 6 |  | 0 | 4 |  | 2 | 0 | 1 | 8 |
| (число) | |  | (месяц) | |  | (год) | | | |

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| Адрес места осуществления трудовой деятельности принятого на работу иностранного гражданина |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 1 | 5 | 4 | 3 | 2 |  | Г | О | Р | О | Д |  | М | О | С | К | В | А |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| У | Л | И | Ц | А |  | К | И | Р | О | В | А |  | Д | О | М |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом, квартира/офис) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Об ответственности за сообщение ложных сведений в уведомлении или

предоставление поддельных документов предупрежден. С обработкой, передачей

и хранением персональных данных согласен.

Достоверность сведений, изложенных в настоящем уведомлении,

подтверждаю.

ГЕНЕРАЛЬНЫЙ ДИРЕКТОР Иванов ИВАНОВ ПЕТР ВАСИЛЬЕВИЧ

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(должность, подпись и фамилия, имя, отчество (при наличии) лица,

уполномоченного от имени работодателя (заказчика работ, услуг)

подписывать уведомление (для физического лица -

подпись и фамилия, имя, отчество (при наличии))

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│ Место для │

│ печати │

│ (при наличии │

27 апреля 18 │ печати) │

"--" --------- 20-- г. │ООО "Полигон-2"│

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51 26 апреля 18

Уведомление подано по доверенности N ----- от "--" ---------- 20-- г.

Паспортные данные лица, подавшего уведомление по доверенности:

Петров Сергей Васильевич

Фамилия, имя, отчество (при наличии) --------------------------------------

0704 456897 02 сентября 2004

Серия: ------------- Номер: ---------- Выдан: "--" --------------- ---- г.

ОВД ГОРОДА

ЕССЕНТУКИ СТАВРОПОЛЬСКОГО КРАЯ Петров

Кем выдан: ----------------------------------- ----------------------------

(подпись лица, подавшего

уведомление по доверенности)

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<1> Приказ ФНС России от 13.11.2012 N ММВ-7-6/843@, утвердивший [форму](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=141190&rnd=3A9F18F147465C84AB11A4B4036B29BA&dst=100024&fld=134) Свидетельства о государственной регистрации юридического лица, признан утратившим силу с 01.01.2017. С указанной даты при регистрации юридических лиц факт внесения записи в ЕГРЮЛ подтверждается [Листом](http://fedconsultant.ca.sbrf.ru/cons/cgi/online.cgi?req=doc&base=LAW&n=205268&rnd=3A9F18F147465C84AB11A4B4036B29BA&dst=100022&fld=134) записи Единого государственного реестра юридических лиц (Приказ ФНС России от 12.09.2016 N ММВ-7-14/481@).

<2> В данном поле может не хватить места для указания наименования органа выдачи документа. В этом случае рекомендуем обращаться за разъяснениями о порядке заполнения уведомления в региональное подразделение по вопросам миграции МВД России.