

WHAT'S AN **A1 FORM**?

AND HOW TO APPLY FOR ONE

WHO NEEDS AN A1 FORM?

- If an employee travels to the EU for work, either on a business trip as a business visitor, or as a posted worker to provide a service, they will need an A1 form.
- Both business visitors and posted workers are covered by the UK social security system, and will need an A1 form.
- The business visitor or posted worker can continue to pay UK NICs whilst they are in the EU Member State.
- In order to prove that UK NIC is paid, the business visitor or posted worker must carry their A1 form, obtained from HMRC.
- A1 forms are generally valid for up to 24 months however, one can choose a shorter validation length for the time they are abroad.
- A1 forms prove to the EU Member State that the employee travelling pays social security in the UK and doesn't need to pay in the EU country where they are travelling. A1 forms are not available for chain posting.

**56% OF MANUFACTURERS
HAVE NOT OBTAINED AN A1
FORM IN THE LAST 12 MONTHS**

Make UK migration survey, 2020

MAKEuk
The Manufacturers' Organisation

in partnership with

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FAQS

DO I NEED AN A1 FORM PER TRIP?

No. An A1 form is valid for as long as it is needed up to 24 months. Many manufacturers are frequent business travellers, and would have an A1 form valid for as long as is needed -- up to 24 months. The A1 application process is needs based, so if a worker is travelling for a shorter period, e.g. 3 months, then they would apply for an A1 form valid for this period.

WHY IS IT ONLY NOW DO I NEED ONE?

In 2018, the EU Commission amended the posted workers directive. The changes were implemented 31 July 2020 for all EU Member States, though most countries have already incorporated these into law. Existing rules ask that those who travel to the EU for business or work provide their A1 forms. Since July 2020, there is increased enforcement to ensure travellers comply and fines are being issued for non-compliance.



WHERE CAN I GET AN A1 FORM?

The national insurance page on the gov.uk site provides A1 application forms. HMRC will issue the approved A1 form. If you are a director of your own limited company, then your company needs Form CA3821 and Form CA3822 (this form is for each individual employee for issue of Form A1).



DOES EVERYONE NEED AN A1 FORM?

If you are travelling to the EU for business or work, including whether you're a business visitor or posted worker you will need an A1 form.



HOW DO I USE MY A1 FORM?

You will need to bring, show and send in advance your A1 form before you travel. This means providing a copy of an A1 form to the host state and carrying it with you when you cross borders.

WHAT DO I DO WITH THIS INFORMATION?

Please see our [EU business travel guide](#) for further information.



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