



Ministry of Public Health, Social Development & Labor Department of Labor Affairs

Checklist: Required documents for Dismissal Application (article 4 of the National Ordinance Termination of Labour Agreements (AB 2013, GT no. 750))

1. Standard documents to be submitted:

- Completed application form, dated and signed (note that the package will only be stamped as received if the package is complete, if not complete the Company has two weeks to complete file)
- Proof of labor registration of the current year **OR** proof of registration from the Chamber of Commerce of the current year
- Authorization Form, if a third party is submitting documents on behalf of the company
- All Documentation must be submitted In English.
- Copy of Identification of the authorized legal representative & authorized person
- Copy of Identification of the employee(s)
- Documented proof that Employee and Union (if applicable) have been informed of termination request

A. If the request concerns a disturbed work relationship, the following documents should also be included:

- Proof of warning letters issued
- Brief job-description
- Measures taken to mitigate the issue (If applicable)
- All other relevant information, such as Performance Evaluations (if applicable)

B. If the request concerns frequent and or concurrent sick leave, the following documents should also be included:

- Proof of frequent and or current sick leave from SZV
- Brief job-description
- Measures taken to mitigate the issue (If applicable)
- All other relevant information

C. If the request concerns collective dismissal (25% of the total amount of personnel will be dismissed) the following documents should also be submitted:

- Measures to avoid redundancies
- Explanation to terminate specific employees
- Measures taken to avoid collective dismissal
- Audited financial reports from the last 3 years
- Redundancy plan (Other measures apply for the Redundancy Plan, see Chapter 5 Guidelines for the application of the National Ordinance on the Termination of Labour Agreements)