THE DANISH BUSINESS AUTHORITY
REGISTRATION OF SERVICES IN RUT

User guide for registration in RUT
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1 Introduction

The Register for Foreign Service Providers (RUT) is a reporting system that allows foreign companies to register services that will be performed in Denmark. When a foreign company plans to perform work in Denmark, it must register the service. This includes the name of the company and the individual employees who will be performing the work, the contractor for whom the work will be performed and when/where the work will be carried out.

This document is an introduction to registration of services in the Register of Foreign Service Providers (RUT).

Note that all data presented in this guideline (e.g. data in figures and examples) is fictional for use in this guideline.

2 Access to RUT

There are several ways to access RUT:

- [www.rut.dk](http://www.rut.dk)
- In English: [www.rut.dk/en](http://www.rut.dk/en)
- In Polish: [www.rut.dk/pl](http://www.rut.dk/pl)
- In German: [www.rut.dk/de](http://www.rut.dk/de)
- [www.virk.dk/rut](http://www.virk.dk/rut)
- [www.indberet.virk.dk/rut](http://www.indberet.virk.dk/rut)

RUT is available in four different languages: Danish, English, German and Polish.

Click on the “Start” button to be redirected to a page where you can choose how you would like to log in (See section 2.1 Log in).
2.1 Log in

There are three different ways to log in to RUT:

- Danish national identity - NemID (eID solution)
- Foreign national identity - eIDAS
- User name and password

We recommend that you select one log in type for your registrations, as the services will be linked to your log in profile. This means that if, for example, you use a foreign national identity to register a service, you will not be able to make changes to this service at a later date by logging in using a user name and password.

You have a Danish national identity (NemID) if you have a national registration number (CPR number) and/or a Danish central business registration number (CVR number).

eIDAS (electronic Identification, Authentication and trust Services) is an EU regulation and a set of standards for electronic identification which makes it possible for EU citizens to use their national identification as a login in all EU Member States. This only applies to eIDs that have been registered and approved by the European Commission. Contact your national authority to find out if your national ID has been approved.

You will be given a RUT user account if you log in with a user name and password. Additional information on this can be found in 2.1.2 Create a . You can then use the e-mail address and your password to log in to RUT in the future.

You will receive an activation email shortly after you have registered an account with RUT. Click on the link in the email to activate your account.

**Note:**
If you register a service on behalf of a company, we recommend that you register a company user account, and use an email address that is not connected to yourself or any other employee. This will ensure that the company does not lose access to the user account if the employee leaves the company.

2.1.1 Log in with a user name and password

When you log in using a user name and password, you will be directed to the following page, see figure 3.
1. Click on the link “Create user” if you do not have a user account. How to create a user account is described in detail in section 2.1.2 Create a.

2. Click on “Forgot your password?” if you already have a user account but you cannot remember your password. Type in your email address or the company email address, and you will receive an email with a link to create a new password.

### 2.1.2 Create a user account

You will need to register as a user before you can log in to RUT with a user name and password. To do this, click on “Create user” under the log in button, see point 1 in Figure 3.

To register a user account, enter your name, email address and choose a password, see figure 4. If you are registering a user account for a company, enter the name of the company and the company email address where you would like to receive receipts and other information.

When you have entered the information, click on “Create account”. You will then receive an email containing an activation link. Once you have clicked on the link, your user account will be active and you can log in to RUT.

**Note:**

If you do not receive an activation email, call the Danish Business Authority call center at +45 72 20 00 30 or send an email to rut@erst.dk.
2.2 Terms and Conditions

Irrespective of how you choose to log in to RUT, you will be directed to the terms and conditions for use before you can register a service.
You need to accept the terms and conditions before you can access and use RUT.

Registration of services

Once you have accepted the terms and conditions, you will be returned to the landing page, where you can register a service and/or information about companies and people who provide services, as well as the workplace where the services will be carried out.

To register a new service, click on the “Services” and select “Register new”. See figure 6.

Note:
A service will not be registered until you have approved it and received a receipt. If you do not receive a receipt, the registration of the service is considered incomplete.
3.1 Saving a draft

If you are unable to fill in all the required fields about the service right away, the information you have provided will be saved as a draft. You will be able to complete the registration of the service at another time. Just click on "Drafts" under "My services" the next time you log in to RUT, see point 2 in figure 7.
1. Click on “Register new” to register a service.

2. If you have already started a registration, but have not completed it, you can continue your work by using the saved draft. You can also delete the draft.

In order to register a service, all the following fields in the sections below must be completed:

a) Company and industry (See section 3.2 Company and industry).

b) Persons (See section 3.3 Persons).

   Note: This section will not appear if, under “Company and industry”, you have selected “Only the self-employed person will perform work”

c) Workplace and period (See section 3.4 Workplace and period).

d) Confirm service (See section 3.5 Approve service).

e) Receipt (See section 3.6)

3.2 Company and industry

The first step in registering a service is “Company and industry”. Information regarding the foreign company, the industry under which the work will be carried out and the Danish contractor must be provided. It is possible to register a new
company or select one of the existing companies (see section 5.1 Companies for information regarding previously registered companies).

When registering a new company, click on “Register new company” and fill in the following data about the company:

- Name of company
- Home country of the company
- Company address
- Company email
- Industrial sector code of the company
- Select company category: “The company will post employees to Denmark to perform the work” OR “Only the self-employed person will carry out work”
- VAT registration in home country
- Registration number of the company in the home country and in Denmark (both fields are voluntary)

When all the mandatory fields have been filled out, select the sector code that best describes the work that will be carried out in Denmark under the tab “What sector is the work for?”
Create new company

Information about the company in home country

- **Name of company**

Registered name of the company in home country

- **Country**

Choose country

Home country of company

- **Street**

Registered address of the company in home country

- **Street number**

- **Post code**

- **Town / Place name**

- **Region**

Company phone number

Country code

Etablise no.

E.g. - 00

E-mail

Enter your business’ official email address. The authorities use it to send documents to the business.

- **Sector code**

Choose sector code

- **Type of company**

Who is to do the work?

- The company is to pay workers to carry out the work

- A self-employed person is to carry out the work him/herself

- **VAT registration**

Does the company have a VAT no. in its home country?

- Yes

- No

- **Company registration**

The registration number of the company in its home country

- **Company registration in Denmark**

CVR no. / JSE no.

If the company is registered in Denmark, it will have a CVR no. or an JSE no.

Figure 9 - Registering a company
3.2.1 Information on the contractor

The last step under “Company and industry” is providing information on the Danish contractor, see figure 8.

The Danish contractor is the Danish company or private individual taking delivery of the service in Denmark. In other words, the company or private individual for whom work is being performed.

If several Danish companies are in the supply chain, then the Danish contractor is the first company in the chain established in Denmark and you must provide the CVR number (business registration number) of that company.

If your contractor does not have a CVR number, ask the company whether its contractor has a CVR number, and use this CVR number under “Who is the Danish contractor?”

If your company performs work in connection with having a stand at a trade show or something similar, and there is no Danish contractor for the work, contact the Danish Business Authority at rut@erst.dk.

When all the mandatory fields have been completed, click on “Next”. If the “Company and industry” section has been completed correctly, a tick will appear and the words “Completed correctly”. This can be seen in the tab to the left, see figure 10.

![Company and sector: Correctly completed](image)

Figure 10 - Company and industry has been completed correctly

3.3 Persons

Note that this section only appears if you have selected the category “Company will post employees to perform the work” under the section “Company and industry”.

In the “Persons” section, fill in the name(s) of the person(s) who will perform the work connected with the service you are registering. To register one or several people, click on “Register new person”, see figure 11.
You will have to enter the following information when registering a person:

- First name and surname
- Sex
- Citizenship
- ID type and number (e.g. if the ID is a passport, provide the passport number)
- Date of birth
- State the country in which the person is covered by social security
- State whether the person has been granted an A1 certificate in the home country

After you have completed the mandatory fields, click “Save”, see figure 12. If more than one person will be performing the service, just click “Register new person” to add the additional person(s).
When you have registered one or several people, you will see the following page:
3.3.1 Contact person

Finally, choose one of the registered persons as the contact person for the service you are registering.

The contact person should be able to respond to questions from the authorities regarding where the work will be performed in the near future, etc. There must be a contact person for the entire period of the service. If no single person is the contact person for the duration of the service, you will have to designate several contact persons. The entire period of the service must be covered by one or more contact person(s).

You will also need to provide the telephone number and email address of the designated contact person(s).

Note: There must be a contact person(s) for the entire period of the service. You will be asked about the period of service in the section “Workplace and period.”
If you have selected one contact person for the service, their start and end date must be identical to that of the service.

If the service has several contact persons, one contact person must have the same start and end date as the service.

When you have registered everyone, selected contact person(s) and given a start and end date for the work, click “Next” and you will be directed to the second-to-last section “Workplace and period”.

### 3.4 Workplace and period

In this section, you will be asked to fill out information about where and when the work will be performed, see figure 14.

[Figure 14 – Workplace and period](#)

Click “Register new workplace” to indicate where the work will be performed.

You will have to enter the following information about the workplace, see figure 15:

- Name of workplace
• Address of workplace

If the workplace does not have an address because e.g., work will be performed offshore or the address has not yet been registered, you can enter map coordinates. To enter the coordinates, click on "Select address on map" (point 1 in figure 15), zoom in on the map, and select the location where the work will be performed.

![Figure 15 - Registering workplace](image)

Create new workplace

Once you have entered the necessary information about the workplace, provide the start date and end date for the work that will be performed there, as well as the number of people working at the workplace in question, see figure 16.

It is important to state the exact period during which work is to be performed at each specific address.
Where is work to be performed?

Add one or more workplaces

Create new or choose previously entered workplace

Choose existing workplace

The list contains the workplaces you have already created

Create new workplace

<table>
<thead>
<tr>
<th>Workplace</th>
<th>Start date</th>
<th>End date</th>
<th>No. persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Store Kongensgade 6, 1264 København K</td>
<td>yyyy-mm-dd</td>
<td>yyyy-mm-dd</td>
<td></td>
</tr>
</tbody>
</table>

When will the work be carried out?

The total period of the service is the period you have stated for the workplace. If you have registered more than one workplace for the service, the total period for the service will be calculated from the earliest start date to the latest end date for all the workplaces.

Start date

Enter the first working day in Denmark for the company using the format dd-mm-yyyy

End date

State the last day the enterprise will be working in Denmark

Figure 16 - Report the start date and end date for the workplace

You can enter more than one workplace for the service, if the service will be performed at several workplaces.

If the service has more than one workplace, you can register the workplaces by clicking on "Register new workplace".

When you have entered all the necessary information under "Workplace and period", click "Next". This will take you to the next section where you will be asked to confirm all the information you have entered about the service.

If you see the page shown in figure 17 after clicking "Next", this means that the start and end dates for contact persons do not correspond with the start and end dates for the service. Click on "Persons" to check whether you have entered the correct start and end date for the contact person(s).
3.5 Approve service

Click on the tab “Approve service” for a summary of the information you have provided, see figure 18. You can make changes to the information you have provided under each section by clicking on the “Change” button to the right.
In order to submit your registration of services, you will need to approve that the information you have provided is correct and then click on “Approve”.

### 3.6 Receipt

When you have clicked on “Approve”, you will be directed to another page informing you that the service has been registered and that a receipt has been sent to your email, see figure 19.
If you would like to forward the receipt to other email accounts, you can enter additional email accounts on this page, see figure 19, item 2. This option is often used by companies or persons who register services on behalf of other companies. You can send the receipt directly to your contractor as proof of your registration.

1. Click on “See receipt” to download the receipt as a PDF file (see Figure 20 – Extract of PDF receipt).
2. Enter the email addresses you would like to have the receipt sent to. Then click “Send receipt”
3. When you click on “Go to my services”, you will return to a list of all your registered services, see figure 6.
4 Changing and deleting a registered service

4.1 Changing a registered service

It is possible to change information about a future or active service. If the status of the service is "completed", you can only alter the name of the contractor.

If a change is made to a registered service, the change must be registered in RUT by no later than the first following weekday after the change entered into force. You can change the following information about a service:

- The start and end date for registered persons including contact person(s).
- The start and end date of the registered workplace.
- Add or remove registered persons, including the contact persons for a service. Remember to update the number of persons assigned to a workplace under "Workplace and period".
- Contractor

Note that when you make changes to the work period of persons and workplaces, you must ensure that the start and end dates are the same for both.

This also applies to changes made to the start and end date of a contact person. A contact person should have the same start and end date as the service. If the service has several contact persons, one contact person must have the same start and end date as the service.

To make these changes, log in to RUT using the same user as when you registered the service. Under the tab "My services", select the service you wish to make changes to. Then click on "Change". After you have completed the changes, click on "Save".

You will not receive a receipt when you make changes to a registered service. The changes can be viewed in the summary of the service. Click on "Show" under "My services".

4.2 Deleting a registered service

You cannot delete a registered service once you have approved it and received a receipt.
5 Register of companies, persons and workplaces

This section describes the tabs “Companies”, “Persons” and “Workplaces”. Under these tabs, you can administer your registered companies, persons and workplaces, and register new ones.

When you have registered a company, person or workplace, you can use them in connection with registering services. These three tabs can therefore be considered registers. These tabs give you an overview of the companies, persons and workplaces you have registered with RUT in connection with registering services.

You can register new companies, persons and workplaces under these tabs and then use them to register a service at a later time.

**Note:**
Registering companies, persons and workplaces under these tabs is **not** the same as registering a service. You can only register a service under the tab “Services”.

5.1 Companies

Under the tab “Companies”, you can see a list of the companies you have registered in RUT, administer them and register new companies. This can help if you have registered many companies in RUT, see figure 21.

![Figure 21 - Overview of companies](image)

1. Click on “Register new company” to register a new company. (For information on how to register a new company and what information you will need to provide, see section 3.2 “Company and industry”.) Once you have registered a company, you can use it to register a service under the tab “Services”. A service cannot be registered by merely registering a company under this tab.

2. Find and administer your registered companies under “My companies”. Certain information about the company will be displayed: the last time changes were made to information about the company, the company’s RUT number, its name and the name of the country where the company is registered.
Note:
The company will be given a RUT number once a service has been registered with the company. For example, figure 21 shows that Company Test 2 does not have a RUT number, while Company Test does. This means that Company Test 2 has not yet registered a service but Company Test has. The registered services can be found under the tab “Services”.

3. It is possible to change information about your company if, for example, the company changes its name or if there is new contact information. This can be done by clicking “Change”.

4. A company can be deleted if a service has not yet been assigned to it. This can be done by clicking “Remove”.

5.2 Persons

Under the tab “Persons”, you can find and administer persons registered to perform work in Denmark, and register new persons. This can help if you have registered several persons in RUT, see figure 22.

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”). Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.

2. Find and administer your registered persons under ”My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.

3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.

4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.

Figure 22 - Overview of persons

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”). Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.

2. Find and administer your registered persons under ”My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.

3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.

4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.

Figure 22 - Overview of persons

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”). Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.

2. Find and administer your registered persons under ”My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.

3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.

4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.

Figure 22 - Overview of persons

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”). Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.

2. Find and administer your registered persons under ”My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.

3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.

4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.

Figure 22 - Overview of persons

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”). Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.

2. Find and administer your registered persons under ”My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.

3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.

4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.

Figure 22 - Overview of persons

1. Click on “Register new person” to register a new person (For information on how to register a new person and what information you will need to provide, see section 3.3 “Persons”). Once you have registered a person, you can use them to register a service under the tab “Services”. A service cannot be registered by merely registering a person under this tab.

2. Find and administer your registered persons under ”My persons”. Certain information about the person will be displayed: when changes were last made to information about the person, their name, date of birth, and whether there are any documents attached to their registration.

3. It is possible to change the information about your persons, if for example they have new contact information. This can be done by clicking “Change”.

4. You can delete a person if they have never been assigned to a service. This can be done by clicking “Remove”.
5.3 Workplaces

Under the tab “Workplaces”, you can find and administer workplaces registered to perform work in Denmark, and register new workplaces. This can help if you have registered several workplaces in RUT, see figure 23.

1. Click on “Register new workplace” to be directed to the page where you can register a new workplace. (For information on how to register a new workplace and what information you will need to provide, see section 3.4. “Workplaces and periods”.) Once you have registered a workplace, you can use it to register a service under the tab “Services”. A service cannot be registered by merely registering a workplace under this tab.

2. Find and administer your registered workplaces under “My workplaces”. Certain information about the workplace will be displayed: the last time changes were made to information about the workplace, the name of the workplace and its address.

3. It is possible to change the information about the workplace, for example change the name of the workplace. This can be done by clicking “Change”.

4. You can delete a workplace if it has never been assigned to a service. This can be done by clicking “Remove”.

Figure 23 - Overview of workplaces