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ACCESS FINANCIAL  
YOUR RELIABLE PARTNER  
IN SWITZERLAND

Contractors choose Access Financial to work in Switzerland to be certain that their legal, employment and financial interests are fully and competently looked after.

Switzerland has strict and complex labour-leasing and employment laws, highly regulated both federally (by SECO) and by the cantons. The penalties for illegally employing foreign workers include fines of up to CHF 100,000 and up to three years detention.

Access Financial Services Sàrl (AFSS) is a fully registered Swiss labour leasing company, with more than ten years' experience in the Swiss labour market.



## FEATURES

- The AFSS Swiss Employed Solution is open to EU and EFTA contractors with the exception of Bulgarian, Croatian and Romanian nationals.
- The contractors are employed by Access Financial Services Sàrl, the Swiss headquarters of the Access Financial Group, which will take care of all contracting formalities, payroll and compliance.
- AFSS is a registered Swiss labour-leasing company - no risk to the contractors or their end clients from illegal employment.
- Framework agreement with most of the major corporates in Switzerland.
- Offices in Nyon in the Canton of Vaud and in Fribourg in the Canton of Fribourg. We are open Monday to Friday from 9.00 to 17:30 CH time.
- Fribourg and Nyon staff speak French, German and English. Within the group we speak another 20 languages.
- Nyon office available to Access Financial contractors for business meetings.
- Use Switzerland's finest payroll software – Abacus, adopted for 1/3 of the entire Swiss labour force.

## BENEFITS

- Highest retention through the use of Swiss pension plans, lump sum allowance and expenses claims (subject to eligibility).
- We are a labour-leasing and payroll company, not a recruitment agency, so we act solely in the contractor's interest.
- Most competitively priced package in the Swiss market.
- Outstanding Sickness and Accident Insurance: our insurers pay up to 80% of gross salary for up to 2 years in the case of accident and sickness. Sickness is covered from the 3rd day.
- Fees include Swiss tax return and expenses claims. If contractors wish to use their own accountants to file income tax returns, we pay their accountants' fees up to the amount charged by our own accountant.
- Advice on opening a Swiss PostFinance bank account.

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## WHY ACCESS FINANCIAL?

- Long experience: 10 years' experience of the Swiss and international markets. The Access Group has currently more than 1,200 contractors.
- Exclusive online portal: Access Financial's Fortuna portal is available 24/7 to provide real-time compliance, financial and administrative information.
- Extensive know-how: Access Financial Services Sàrl, with the Access Financial group, has 100 staff and seven offices in six countries. We have worked with more than 1,900 recruitment businesses, more than 3,800 end clients and have assisted more than 10,000 contractors.
- Multi-lingual support in French, German, English and 20+ other languages.
- Framework agreement with most major Swiss corporates.
- International expertise: Access Financial can provide recruiters and contractors with employment, tax and social security solutions in some 60 other countries.
- Value-for-money fees inclusive of Swiss tax return and expenses claims and charged only when the contractor is working.
- On-time payments: our comprehensive Service Level Agreement (SLA) is the most client-focused in the business. We invoice the recruitment agency within one working day of receipt of the approved timesheet; and on receipt of funds, the contractor is paid the next working day.

**This unique mix of features and benefits makes Access Financial the best choice for all contractors who want to work compliantly and efficiently in Switzerland.**





# REQUIREMENTS FOR WORKING IN SWITZERLAND

## LABOUR LEASING

The State Secretariat for Economic Affairs (SECO) regulates the Swiss employment market to protect workers. It specifically forbids Swiss employers from recruiting staff through foreign agencies and requires registered labour-leasing companies like Access Financial to invoice the Swiss end client for the contractor's work.

## LOCAL REGISTRATION

Contractors must register at the local commune within 8 days from arrival and give a correspondence address, even if temporary like a hotel. Should the address change, the registration has to be updated within 7 days.

Contractors must de-register with the local commune when leaving Switzerland.

## WORK PERMITS

### EU/EFTA Nationals

Nationals of EU/EFTA Member States are free to live and work in Switzerland for up to 90 working days per year without a work permit. Only an online registration at the federal website is required, which will be done by Access Financial.

If the duration of the contract or stay exceeds 3 months, an application for temporary residence permit has to be sent to the Cantonal Immigration Office. The residence permit allows the contractor to work and stay in Switzerland for the duration of the assignment.

There are four types of residence permits for EU/EFTA nationals:

Duration	Permit Type
< 1 Year	L - Short-Term
< 5 Years	B - Long-Term
> 5 Years	C - Settlement/Establishment
>5 Years	G - Cross-Border

### Non-EU/EFTA Nationals

We do not sponsor work permits for non-EU/EFTA nationals.

## PRIVATE HEALTH INSURANCE

Healthcare in Switzerland is not free and medical costs are high. Contractors living or working in the country must by law take out a Swiss health insurance within three months of arrival. Failure to do so will lead to the canton taking out cover and sending the bill to contractor.

Cross-border commuters (with a G permit) from Austria, Germany, France and Italy can apply for an exemption from the health insurance requirements.

## PROFESSIONAL INDEMNITY INSURANCE

We require all contractors to hold a Professional Indemnity Insurance (PII) to protect from claims for professional errors or negligence. End clients can claim compensation if contractors are found in breach of terms of service. We offer contractors worldwide cover (excluding the USA and Canada) up to EUR 5 million at competitive rates to safeguard against breach of professional duty, negligent act, negligent error, negligent omission, negligent misstatement or negligent misrepresentation.

## COLLECTIVE LABOUR AGREEMENT

All labour-leasing companies in Switzerland are subject to the Collective Labour Agreement (CLA) for temporary workers. This applies to gross annual salaries below CHF 126,000. All Access calculation sheets show when the CLA is applicable.

The CLA requires the employer to contribute 0.3% and the employee 0.7% of the gross (AVS) salary to the Continuous Training Fund Association (CTFA), which allows qualifying contractors to benefit from financial support towards training costs. More details are available in German, French and Italian at <http://www.tempservice.ch>

# REQUIREMENTS FOR WORKING IN SWITZERLAND

## SOCIAL SECURITY

### Sickness and accident insurance

We provide a very generous insurance plan that covers loss of income due to accident or sickness. The insurance covers 80% of the gross salary up to 2 years (730 days) from the 3rd day of absence in the case of sickness and from the 1st day of an accident. In case of accident, contractors are also covered for medical costs incurred at or outside work for the duration of the employment. It covers gross salary up to a maximum of CHF 300,000 per year. The contractor has the option to extend this cover for another 30 days following the end of an employment contract.

### Pension

The Swiss pension scheme comprises three different types of coverage, referred to as pillars.

<b>1st Pillar</b> Federal Old-age, Survivors' and Invalidity Insurance	<ul style="list-style-type: none"><li>• Mandatory for everyone from day 1.</li><li>• Contributions paid for a minimum of 12 months count towards the pension at retirement.</li><li>• Contributions are refundable only for nationals from countries that have no social security convention with Switzerland.</li></ul>
<b>2nd Pillar</b> Occupational Pension Scheme	<ul style="list-style-type: none"><li>• <b>LPP1:</b> Mandatory contribution for those who are employed beyond 90 days. Mandatory from the first day for contractors who have dependent children</li><li>• Refunded at retirement age.</li><li>• <b>LPP2:</b> Optional contribution refunded on final departure from Switzerland, subject to withholding taxes.</li><li>• For non-EU/EFTA nationals both the above contributions are refunded when they leave Switzerland for good, subject to withholding taxes.</li></ul>
<b>3rd Pillar</b> Private Optional Pension Schemes	<ul style="list-style-type: none"><li>• Optional private pension schemes entirely financed by the contractor.</li><li>• Allow individuals to supplement the compulsory coverage e.g. for early retirement or in the event of death or disability.</li><li>• Increase retention and pension provision. Can be tax-deductable.</li></ul>

## TAXATION

Taxes in Switzerland are levied by the Swiss Confederation, the cantons and the municipalities (communes). Swiss nationals and C Permit holders pay their income tax annually. All other tax payers in Switzerland (L, B & G permit holders) pay their taxes monthly through deduction at source by the employer.

### Federal Taxes

Direct federal taxes are levied on the income of private individuals. They are assessed and collected by the cantons on behalf of the Swiss Confederation.

### Cantonal Taxes

Cantons have the right to choose their own tax systems and rates. They have the power to charge any tax over which the Confederation does not claim exclusive rights. This means that the tax laws and tax rates vary widely from canton to canton.

### Communal Taxes

Communal tax systems are regulated by cantonal tax legislation. However, communes set their own tax rates.

As an example of aggregate tax rate in Switzerland, in the Canton of Vaud the total annual tax rate for gross annual salaries from CHF 150,000 to 250,000 is between 20% and 35%. This rate is far lower than the average tax rate of 40% of most other European countries.

## EXPENSES

If eligible for the expatriate status, contractors are entitled to claim non-taxable deductions for expenses and have two options:

- a fixed monthly allowance of CHF 1,500 without any need to show receipts, which would increase retention, but reduce the gross salary and relating social coverage; or
- the actual billed expenses. This requires personal submission of all receipts with a detailed claim sheet at the end of the financial year.

The contractor can choose either of these expense deductions through a questionnaire and Access Financial will then apply to the respective canton for approval.

## DOUBLE TAXATION AGREEMENTS

Switzerland has Double Taxation Agreements (DTA) with approximately 75 countries. The DTA between Switzerland and the contractor's home country will avoid the contractor's income being taxed twice.



## Contact us:

We would be delighted to hear from you and tell you more about our services and how we can help you and your agency with contracting matters in Switzerland and elsewhere

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