

# Flash Report

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## ***New employee notification procedure adopted***



### **Contacts:**

#### **Camiel van der Meij**

Partner & TLS Leader  
meij.der.van.camiel@ua.pwc.com

#### **Slava Vlasov**

Partner, Tax and Legal Services  
slava.vlasov@ua.pwc.com

#### **Andrey Pronchenko**

Legal Director, Tax and Legal Services  
andrey.pronchenko@ua.pwc.com

#### **PwC Ukraine**

75 Zhylyanska Street, Kyiv, 01032  
Tel: +380 44 354 0404  
Fax: +380 44 354 0790

**[www.pwc.com/ua](http://www.pwc.com/ua)**

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### **The Cabinet of Ministers adopted the procedure of notifying the tax authorities about new employees**

The Cabinet of Ministers of Ukraine has adopted the Resolution on notification of the State Fiscal Service of Ukraine and its territorial bodies about new hires (hereinafter – “Resolution”).

The procedure prescribes that an employer must notify the tax authorities prior to an employee beginning work choosing one of the following options:

- by means of electronic communication using an electronic digital signature;
- by a paper version of the document together with a copy in electronic form;
- by a paper version if the employment agreements are concluded with no more than 5 individuals.

Failure to notify that tax authorities about new hires may result in an administrative penalty for the company's Director of up to UAH 1,700 (which is currently approximately USD 75).

We will continue to monitor the situation and keep you updated on the issue.

*\* Resolution “About the order of informing State Fiscal Service of Ukraine and its territorial bodies about new hires” No. 413 dated 17 June 2015*