

## Appendix 6 Sub-suppliers who only provide workforce

### Alternative B in O24 Requirements for sub-suppliers

We as a sub-supplier hereby confirm the following:

- Cleaning is performed by the sub-supplier's own personnel. We as a sub-supplier do not hire another sub-supplier to the Nordic Swan ecolabelled cleaning services.
- The provided workforce is covered by the applicant's training programme in O22 Training of personnel.
- We comply with the following from O23 Ethical requirements:
  - Be registered for VAT and employer tax purposes and in Finland be registered in the prepayment register.  
Registration confirming registration for VAT and Employer's National Insurance contributions:  
In Denmark: Copy of registration confirming registration for VAT and Employer's National Insurance contributions with CVR number (company registration number).  
In Sweden: Copy of duly completed form from the tax authorities (SKV 4820).  
In Norway:
    - Tax Certificate.
    - From the Tax Agency (Form 1244): VAT documentation
    - From the Municipal Tax Office/Tax Collector/Tax Authority: documentation of Employer's National Insurance contribution.In Finland: Overview from the FODS (Tax Administration) information service.
  - The cleaning services may not be in arrears with payment of taxes and duties.  
In Denmark: Certificate from SKAT that no amounts are owed to the Danish tax authorities.  
In Sweden: Copy of the enterprise's most recent tax statement from the tax authorities.  
In Norway: Any default will be shown on the tax certificate, see item "Registration confirming registration for VAT and Employer's National Insurance contributions".  
In Finland: Declaration that no amounts are owed to the tax authorities.

- All employees must wear visible name tags or company/personal cards, allowing the customer to see who is performing the service, and enabling employees to identify themselves with valid ID documents.

Place and date	Company name
Responsible person	Signature of responsible person
Telephone	Email