



APPLICATION GUIDE

NEW TEMPORARY JOB REPORTING EXEMPTION APPLICATION

Manual for Intermediaries

Versione 2.0

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1 Introduction

The New Temporary Job Reporting Exemption service allows users to send an application for a New Temporary Job Reporting Exemption pursuant to article 13, para. 9 of Methods for applying the tariffs - MD 27 February 2019.

Below is the operating manual for using the service.

2 Accessing the service

Authorised intermediaries must first access the INAIL Portal using their SPID, CNS or CIE credentials, then select the **Reports - New Temporary Job Reporting Exemption Application (Denunce – Nuova Istanza Dispensa DNL TEMP)** card from the page My Inail/ Servizi (Figure 2.1).

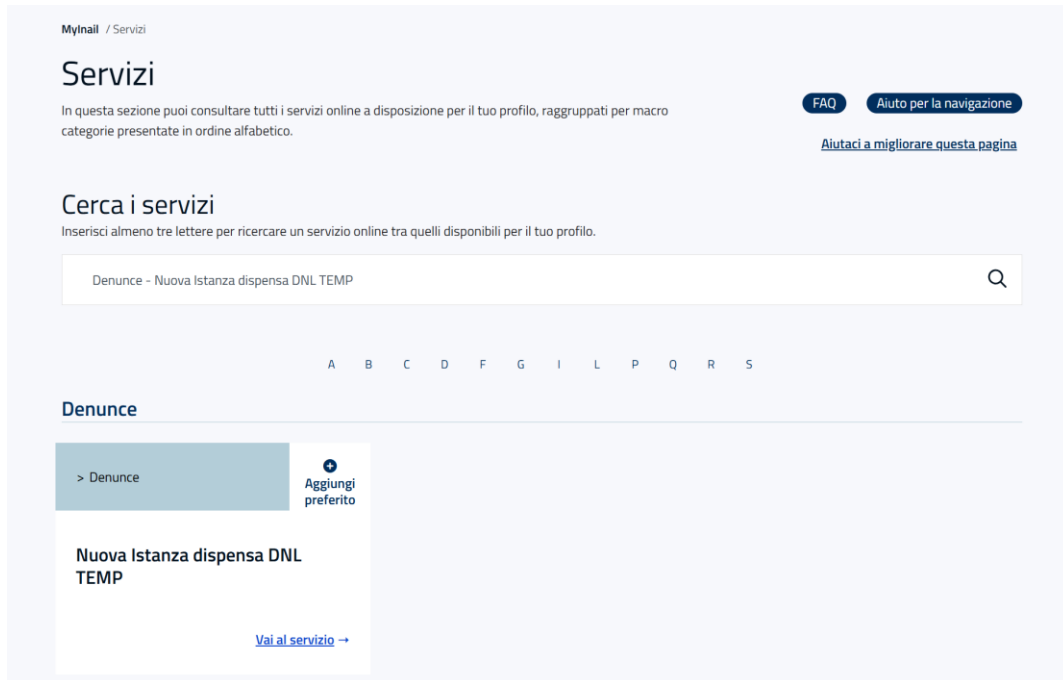


Figure 2.1 – Access card

3 New Temporary Job Reporting Exemption

The side menu provides access to the following options (Figure 3.1):

- **New Temporary Job Reporting Exemption** Application, allows the user to compile and submit an exemption application;
- **Applications submitted:** grants access to the list of submitted applications



Figure 3.1 – Side Menu – Available options

3.1 NEW TEMPORARY JOB REPORTING EXEMPTION APPLICATION

The **New Temporary Job Reporting Exemption** Application option displays the list of companies for which the intermediary holds a mandate. The user must select the company for which he/she wishes to submit an exemption application (Figure 3.2).

[Home](#) > [New Temporary Job Reporting Exemption Application](#)

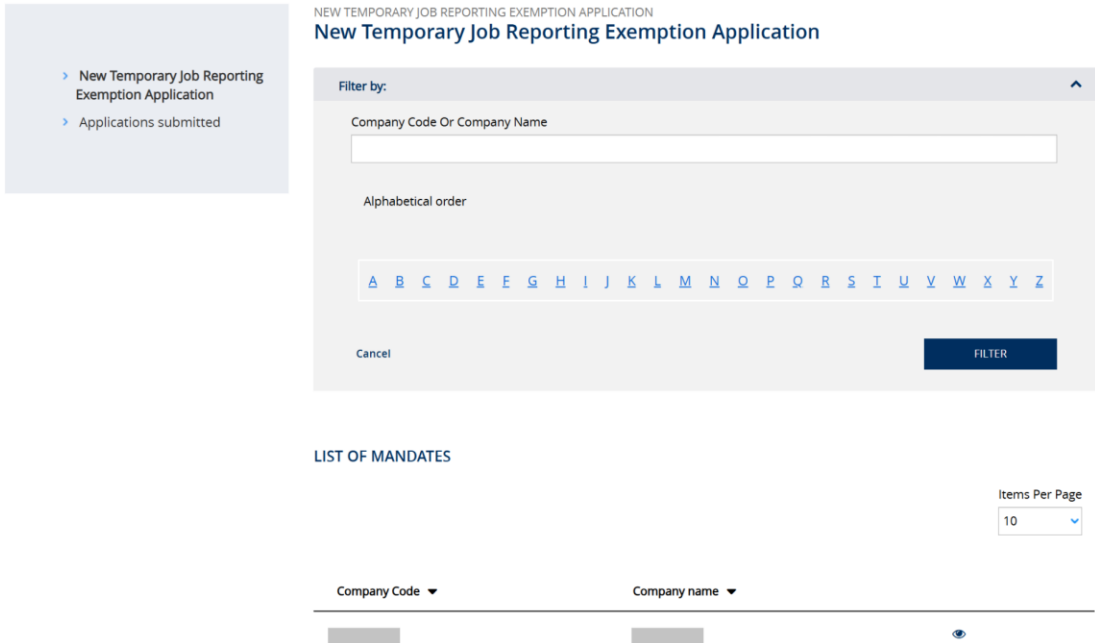


Figure 3.2 – List of companies under mandate

It is possible to filter the companies under mandate in two ways:

- by selecting a letter of the alphabet (Figure 3.3).

[Home](#) > [New Temporary Job Reporting Exemption Application](#)

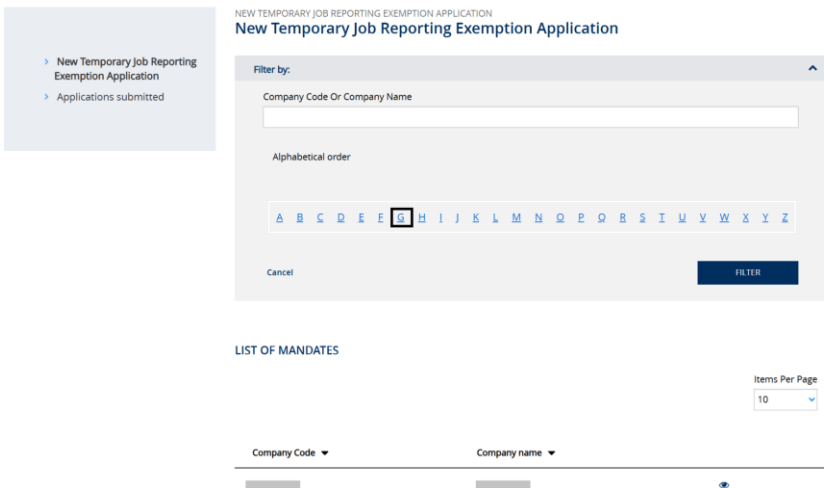


Figure 3.3 – Index filter

- by selecting the specific company, typing in its **Company code** or **Company name** (Figure 3.4).

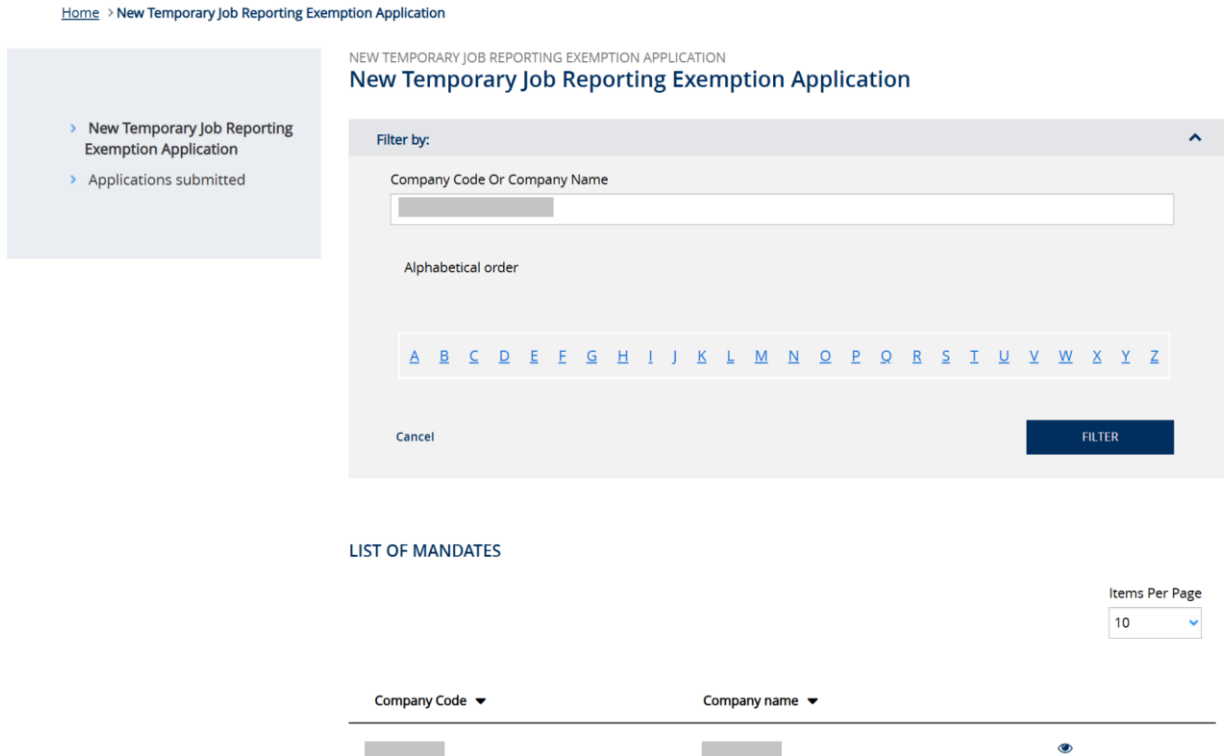



Figure 3.4 - Filtering by Company Code or Company Name

The following information is shown for every company:

- company code;
- company name.

After selecting the relevant company using the  icon, the user can access the page where he/she must enter the data required to submit the **New Temporary Job Reporting Exemption Application** (Figure 3.5).

It is mandatory to fill in the fields marked * in order to proceed with the submission.

Home > New Temporary Job Reporting Exemption Application > Send New Application

> New Temporary Job Reporting Exemption Application

> Applications submitted

NEW TEMPORARY JOB REPORTING EXEMPTION APPLICATION

Send New Application

COMPANY INFORMATION

Company Code Company Control Code

Tax Code Company Name

Competent Office Address

Street/Square Address No.

VIA

Postcode Municipality Province

Email Certified Email

Telephone

DECLARES

that it normally carries out jobs requiring the work of no more than 5 people and lasting no longer than 15 days and, therefore,

HEREBY REQUESTS

an exemption, pursuant to art. 13 para. 9 Methods for applying the tariffs of the Italian Ministerial Decree dated 27 February 2019, from the obligation to report individual jobs classifiable

DESCRIPTION OF ACTIVITY

*Work Performed (Mandatory) 255 available characters

ERROR: Required field

The undersigned

- undertakes to keep a copy of the receipt and to present it to the Inail office that may request it;
- declares to be available for any clarifications at the following addresses:

Surname Name

Address Telephone

Certified Email (PEC)

*Email (Mandatory)

Company identifying details

Company Name

Address Email

Telephone Certified Email (PEC)

* I confirm the above declarations, under my own responsibility (Mandatory)

ERROR: Required field

N.B.: The fields marked with * are mandatory

SEND

Figure 3.5 – New Temporary Job Reporting Exemption application

Once the required data have been entered and the Self-certification confirmed, the user may send the application using the **SUBMIT** button.

The **BACK** button returns the user to the previous page.

3.2 APPLICATIONS SUBMITTED

Selecting the **Applications submitted** button displays the list of all the exemption applications sent by the user or by other users sub-delegated by him/her (Figure 3.6).

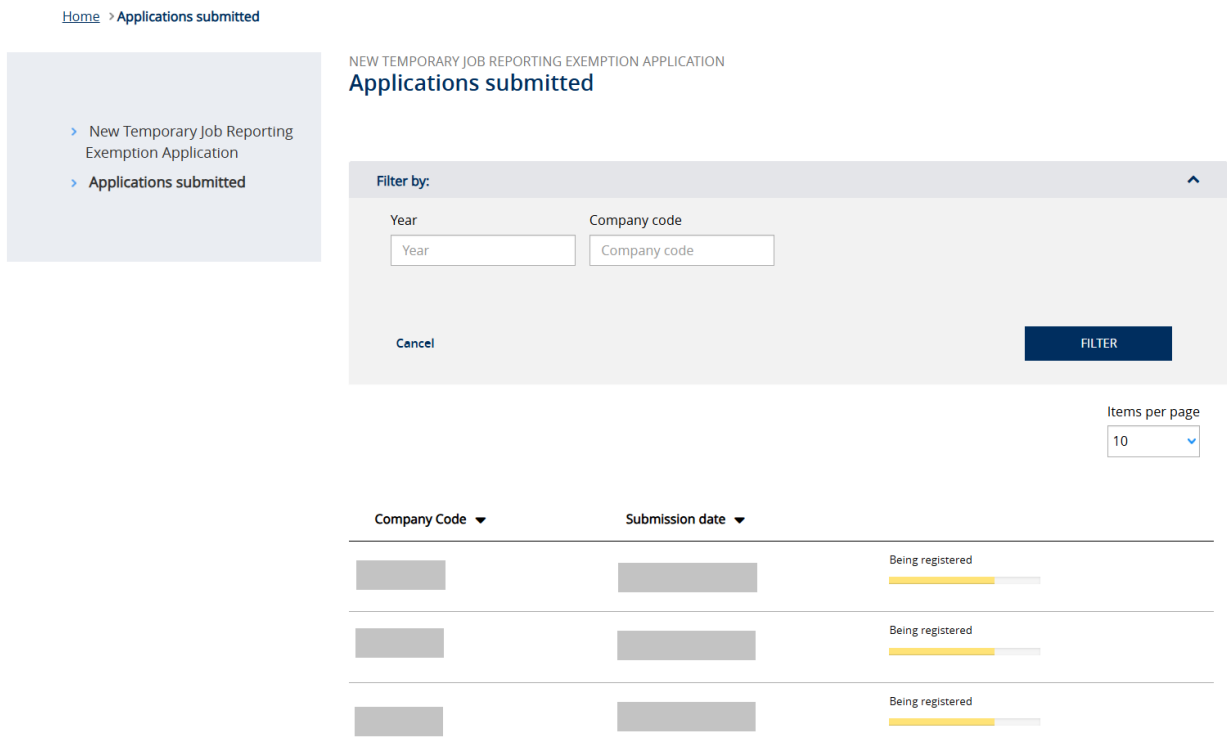


Figure 3.6 – Applications submitted

It is possible to search by *Year and/or Company code or company name* (Figure 3.7), summoning up the list of all the exemption applications which meet the search criteria entered.

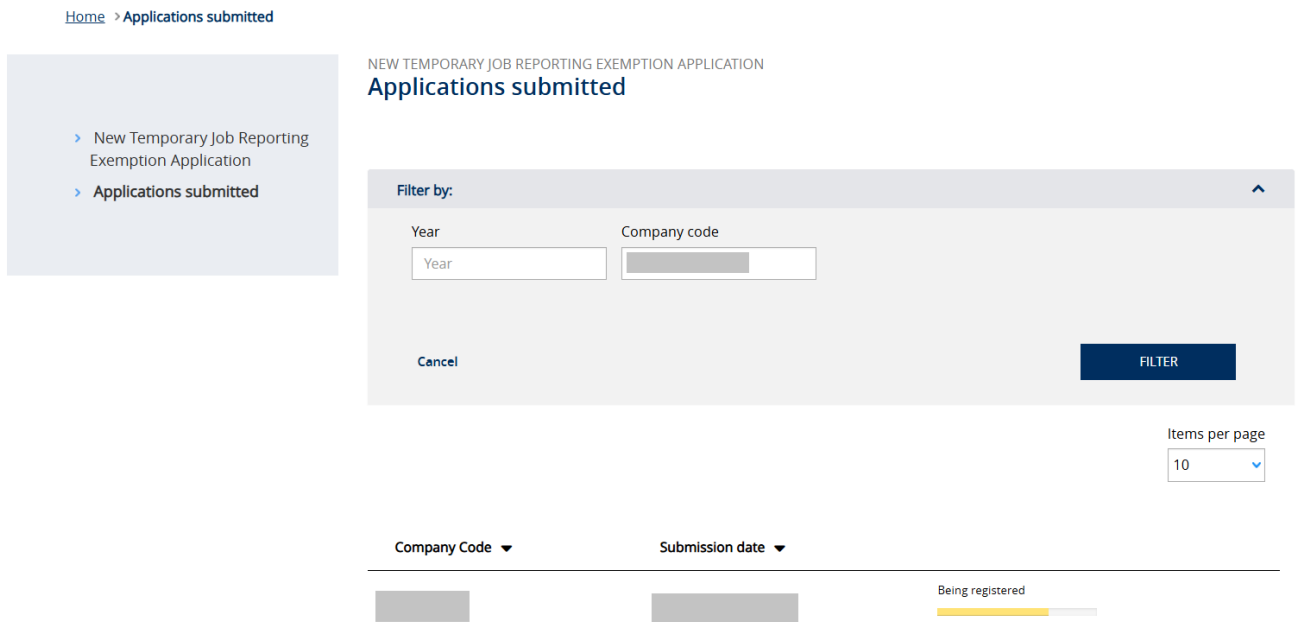


Figure 3.7 – Searching by Year and/or Company Code or Company Name

The *Status* column shows whether the application has been *Delivered* or is *Being registered*, or if it has been Submitted and is therefore complete.

By selecting the  icon present beside every application for which the submission is complete, it is possible to download a PDF send receipt for that **New Temporary Job Reporting Exemption Application** (Figure 3.8).

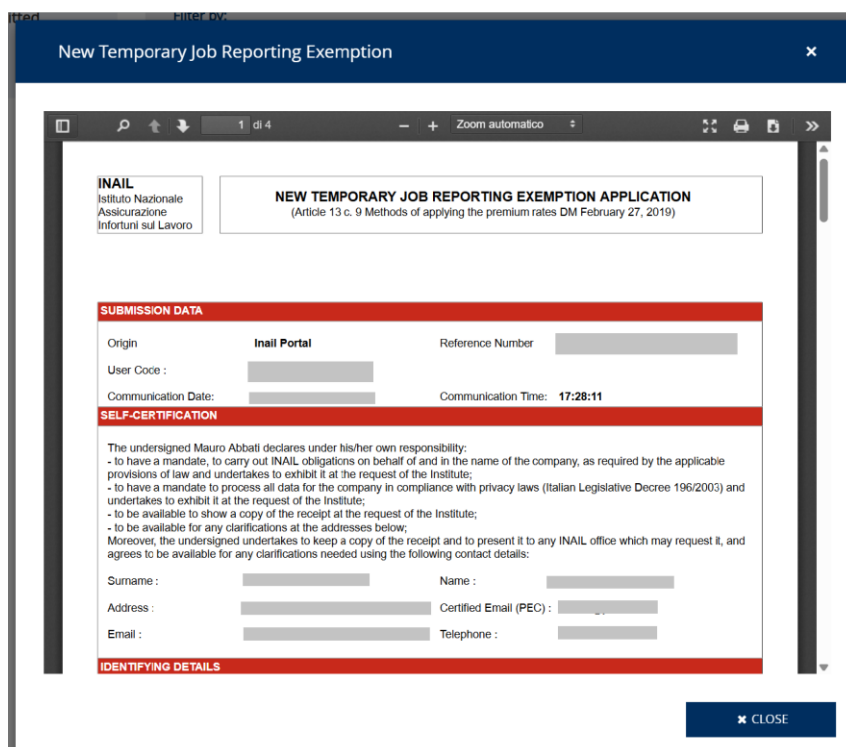


Figure 3.8 – Link to download pdf receipt