

APPLICATION GUIDE
SEE APPLICABLE RATE NOTIFICATION
Manual for Companies

Version 2.0

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1 Introduction

The "See Applicable Rate Notification" application allows employers, their delegates and other insuring parties to see the Applicable Rate Notification (Form 20SM) starting from the year 2019.

The data form can also be obtained in PDF and excel format.

2 Accessing the service

Companies must first access the INAIL Portal using their SPID, CNS or CIE credentials, then select the **Self-settlement - See Applicable Rate Notification (Visualizza Comunicazione del Tasso Applicabile)** card from the page My Inail/ Servizi (Figure 2.1).

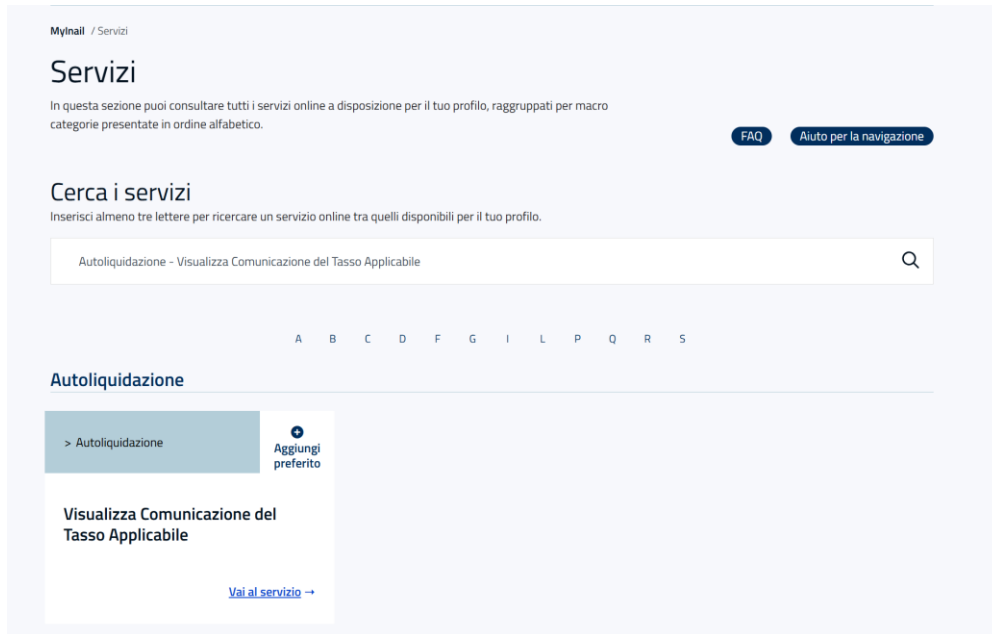


Figure 2.1 Access card

Once See Applicable Rate Notification card has been selected, the user accesses the Home page, from which it is possible to select the language in which to view the application (Figure 2.2). Currently, the available languages are Italian and English.

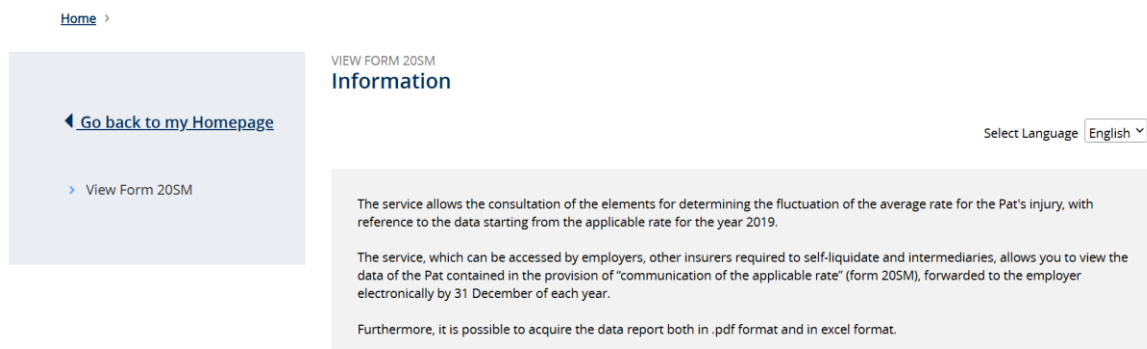


Figure 2.2 – See Applicable Rate Notification – Language Selection

Once authentication is complete and the **View Form 20M** service has been selected, the user gains access to the main page (Figure 2.3) where the main identifying information present for the company is shown. From here, it is possible to search for the Territorial Insurance Positions (PAT) for which a Form 20SM is available.

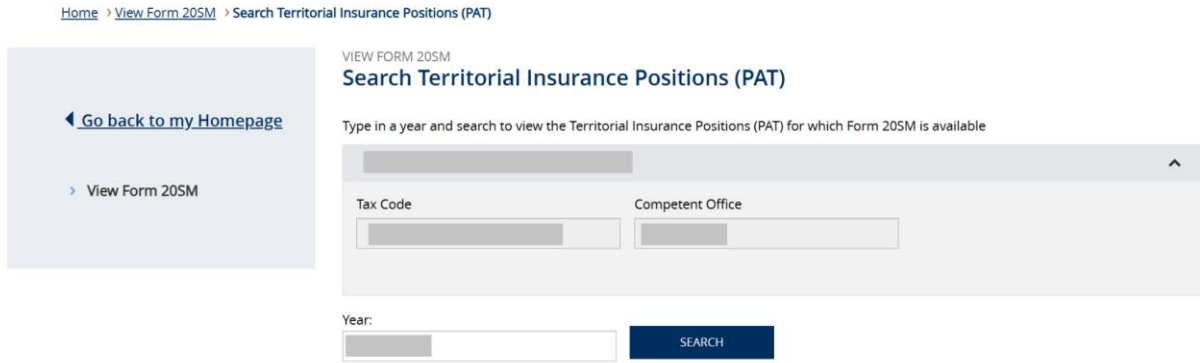


Figure 2.3 Search PATs

3 PAT List

After selecting the menu option, the user accesses the page from which they can search for the PATs for which a Form 20SM is available (Figure 3.1).

The screenshot shows a web interface for searching Territorial Insurance Positions (PAT). At the top, there is a breadcrumb trail: Home > View Form 20SM > Search Territorial Insurance Positions (PAT). Below this, on the left, is a sidebar with two links: 'Go back to my Homepage' and 'View Form 20SM'. The main content area is titled 'VIEW FORM 20SM Search Territorial Insurance Positions (PAT)'. It contains a search instruction: 'Type in a year and search to view the Territorial Insurance Positions (PAT) for which Form 20SM is available'. Below the instruction is a search bar. Underneath the search bar are two input fields: 'Tax Code' and 'Competent Office'. At the bottom, there is a 'Year:' label followed by an input field and a blue 'SEARCH' button.

Figure 3.1 - Search PATs

The main identifying information for the company is shown on this page:

- Company code and company name
- Tax code
- Competent office

The user enters the relevant year into the appropriate field and presses the SEARCH button. This brings up the list of PATs for which it is possible to see the Applicable Rate Notification for the year in question (Figure 3.2). It is only possible to view the forms starting from the year 2019.

[Home](#) > [View Form 20SM](#) > [Search Territorial Insurance Positions \(PAT\)](#)

[Go back to my Homepage](#)

[View Form 20SM](#)

VIEW FORM 20SM
Search Territorial Insurance Positions (PAT)

Type in a year and search to view the Territorial Insurance Positions (PAT) for which Form 20SM is available

Tax Code

Competent Office

Year:

PAT LIST

Items Per Page: 10

Territorial Insurance Position (PAT)

Figure 3.2 - PAT list

Clicking the "eye" icon allows the notification present for the selected PAT to be seen in detail.

If no 20SM Forms are available for the indicated year, the user is notified with a message (Figure 3.3).



Figure 3.3 – Model 20SM not available

4 Applicable Rate Notification

On this page, the Form 20SM available for the selected PAT will be shown divided into 6 sections, each corresponding to one of the parts present in the notification (Figure 4.1). The main data present for each part can be seen by opening it with the arrow to the right, while the **BACK** button leads back to the PAT selection page.

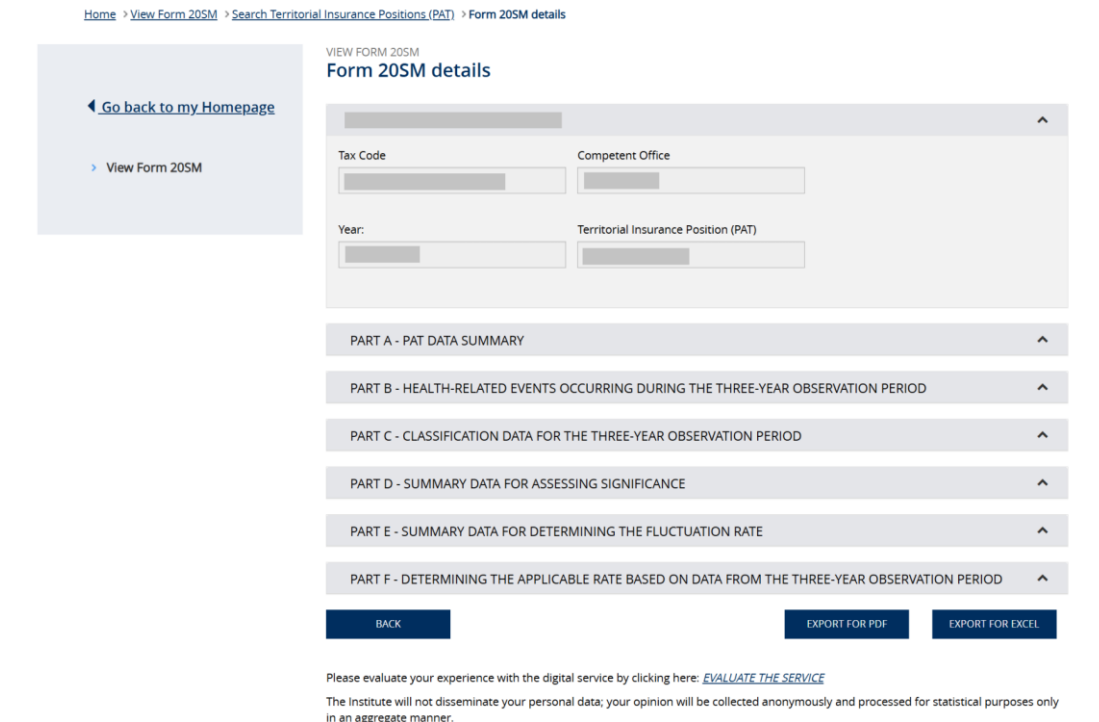


Figure 4.1 - Applicable Rate Notification

PART A contains the main data for the PAT in question (Figure 4.2).

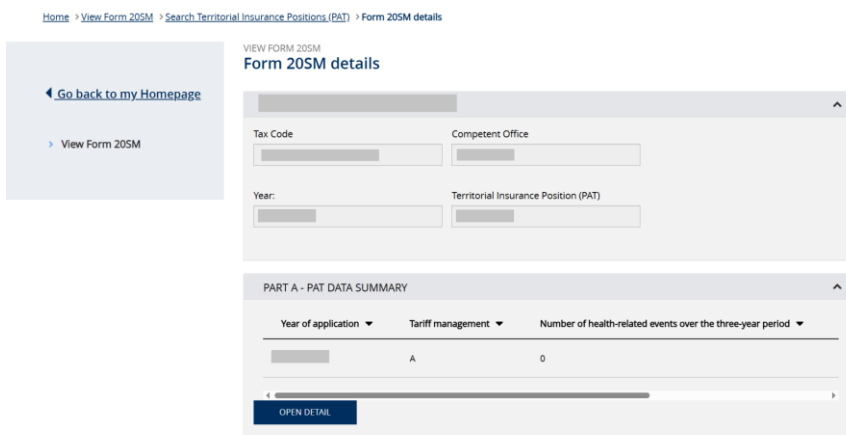


Figure 4.2 – PART A

The **OPEN DETAILS** button shows all the data present for PART A in a window (Figure 4.3).

Year of application	Tariff management	Number of health-related events over the three-year period	GLEG - Equivalent Working Days per Level of seriousness	Total
2022	A	0	60,00	9,49

Figure 4.3 – PART A – Complete data

PART B contains the main data regarding health-related events occurring during the three-year observation period (Figure 4.4).

Home > View Form 20SM > Search Territorial Insurance Positions (PAT) > Form 20SM details

VIEW FORM 20SM
Form 20SM details

Go back to my Homepage
View Form 20SM

Tax Code
Competent Office
Year:
Territorial Insurance Position (PAT)

PART A - PAT DATA SUMMARY

PART B - HEALTH-RELATED EVENTS OCCURRING DURING THE THREE-YEAR OBSERVATION PERIOD

Items Per Page: 10

Item	Case number	Name of the injured/afflicted party	Event date

OPEN DETAIL

Figure 4.4 - PART B

The **OPEN DETAILS** button shows all the data available for PART B in a window (Figure 4.5).

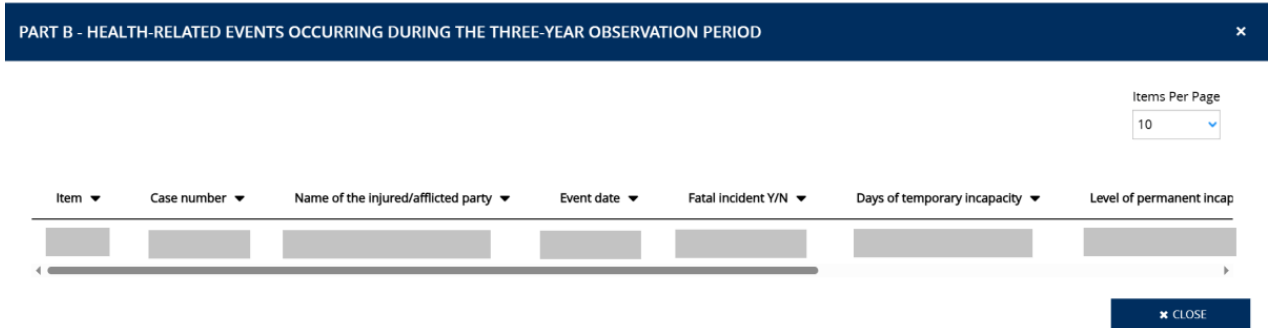


Figure 4.5 – PART B – Complete data

PART C contains the main classification data for the three-year observation period (Figure 4.6).

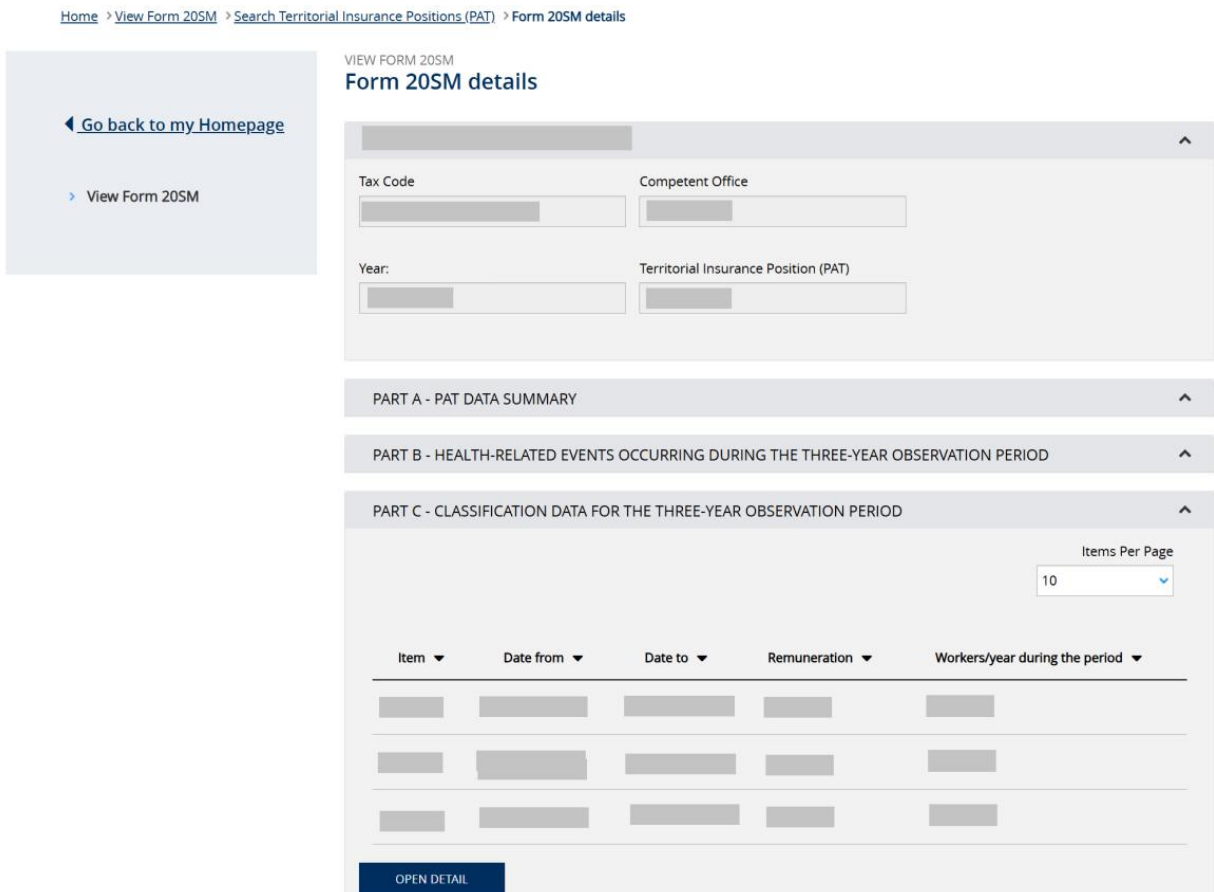


Figure 4.6 – PART C

The **OPEN DETAILS** button shows all the data present for PART C in a window (Figure 4.7).

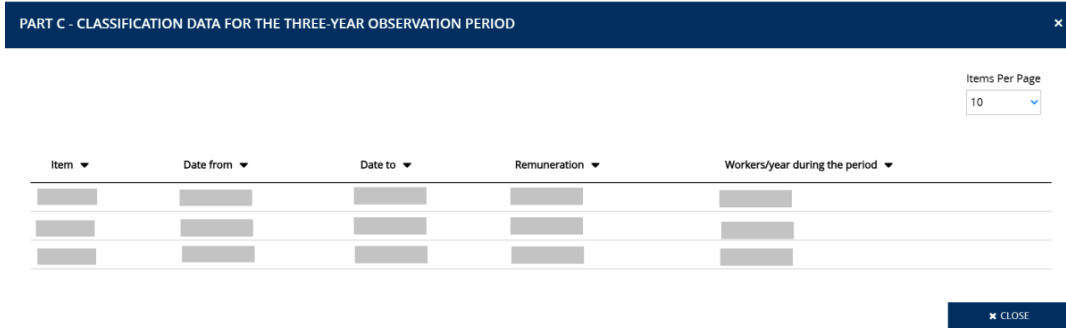


Figure 4.7 – PART C – Complete data

PART D contains the main summary data for assessing significance (Figure 4.8).

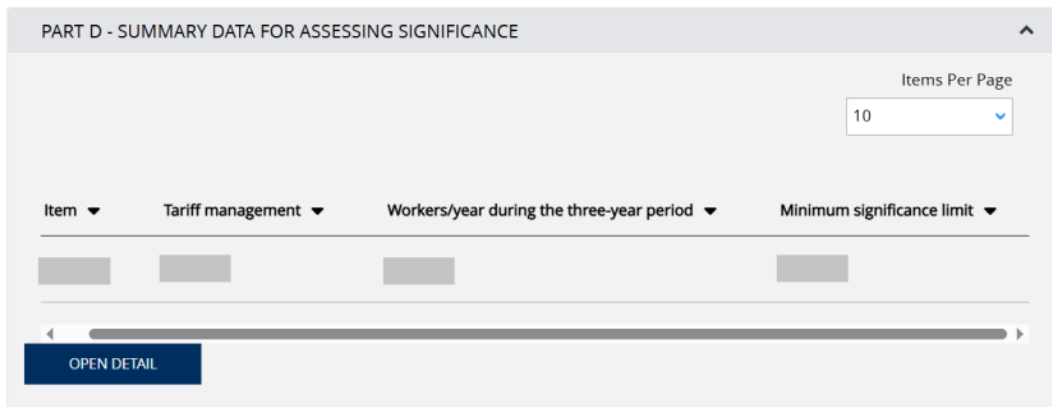


Figure 4.8 - PART D

The **OPEN DETAILS** button shows all the data available for PART D in a window (Figure 4.9).

Item	Tariff management	Workers/year during the three-year period	Minimum significance limit	Significant Item Y/N	Average Accident Rate (ISM)	Corresponding Item in

Figure 4.9 – PART D – Complete data

PART E contains the main summary data for determining the fluctuation rate (Figure 4.10).

Company Accident Rate (ISA)	Weighted Average Accident Rate (ISMp)	Proportionate Company Accident Rate (IS)

Figure 4.10 – PART E

The **OPEN DETAILS** button shows all the data available for PART E in a window (Figure 4.11).

Company Accident Rate (ISA)	Weighted Average Accident Rate (ISMp)	Proportionate Company Accident Rate (ISAr)	Total workers/year during of the three-year period	fluctuation rate

Figure 4.11 – PART E – Complete data

Finally, PART F contains the main summary data for determining the applicable rate based on data from the three-year observation period (Figure 4.12).

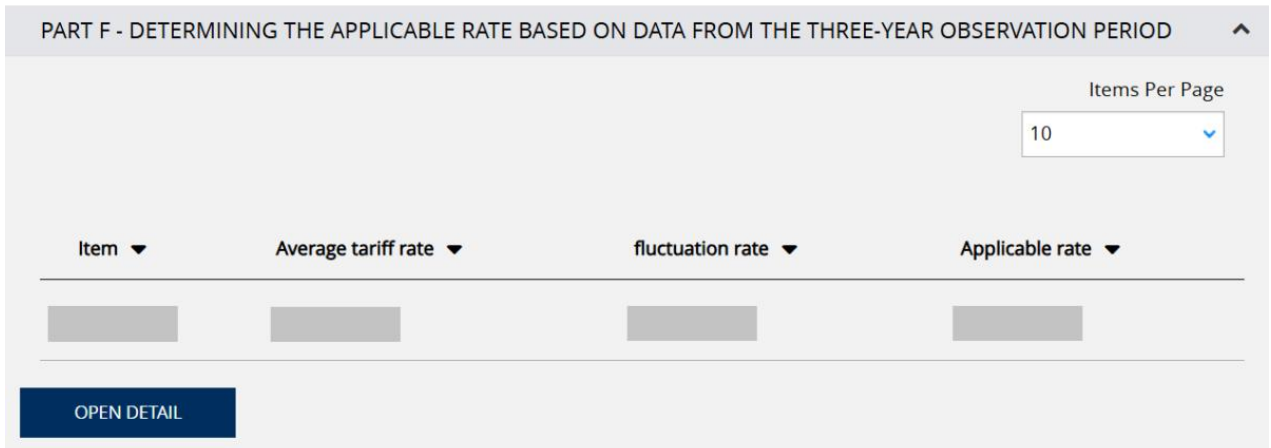


Figure 4.12 - PART F

The **OPEN DETAILS** button shows all the data available for PART F in a window (Figure 4.13).

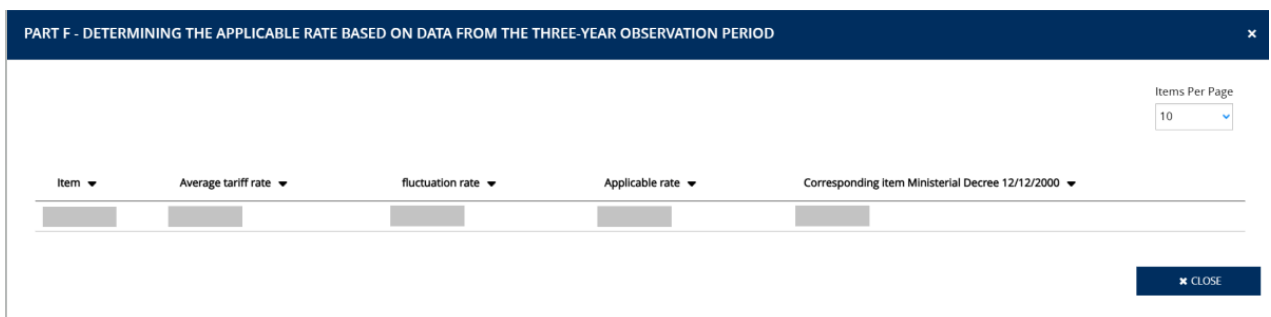
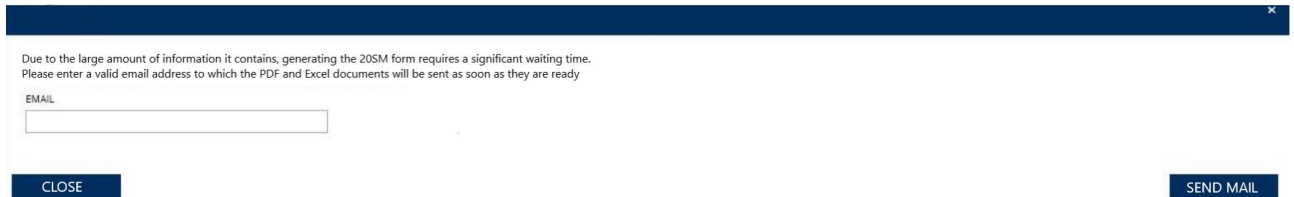


Figure 4.13 – PART F – Complete data

The Applicable Rate Notification displayed can be exported by the user in either PDF or Excel format, using the specific **EXPORT AS PDF** and **EXPORT AS EXCEL** buttons.

In the event that file generation requires an excessive waiting time, particularly because of the amount of data present for PART B, the user will be asked to enter an email address to which the PDF and Excel files will be sent once generated (Figure 4.14).



The image shows a dark blue dialog box with a close button (X) in the top right corner. The text inside reads: "Due to the large amount of information it contains, generating the 20SM form requires a significant waiting time. Please enter a valid email address to which the PDF and Excel documents will be sent as soon as they are ready". Below this text is the label "EMAIL" and a text input field. At the bottom left is a "CLOSE" button, and at the bottom right is a "SEND MAIL" button.

Figure 4.14 – Request for email address