

Leonding, 13.10.2020

## “ISHAP” SOFTWARE – USE ON BUILDING SITES IN AUSTRIA AND GERMANY

Dear Sir/Madam,

Since 01.07.2019 we have been using the ISHAP personnel documentation software on all our building sites in Austria and Germany.

As you are probably aware, we are legally obliged to present the required documents in the event of a building site inspection by the Financial Police.

This software offers us the following common benefits:

- The necessary documents can be provided digitally as soon as these are requested by the authorities.
- Any documents which are due to expire are identified which ensures that new updated documents can be requested in time.
- Offers a clear overview of all paragraphs and articles and immediate indication of any missing documents depending on country (Germany or Austria).
- Prevention of duplicate documents – there have been duplicate requests from people in the past.
- Efficient personnel documenting and overview of all employees.

Note: You are still required to carry all the necessary documents with you!

Die Ware bleibt bis zur vollständigen Bezahlung unser Eigentum. Erfüllungsort und Gerichtsstand: Linz  
The commodity remains our property until payment is complete. Place of performance and place of jurisdiction: Linz  
Geschäftsführer/Managing Directors: Michaela Klampfer MBA & Dr. DI (FH) Günther Hinterberger MBA  
Handelsgericht / Commercial Court: Linz; FN 268170v; UID-Nr./VAT No.: ATU61996237 / DE290043374; DVR 2112479; EORI No.: ATEOS1000001377

**Bankverbindungen / Bank details:**

Oberbank Leonding	EUR Konto	BIC: OBKLAT2L	IBAN: AT63 1500 7006 0100 8808	RLB OÖ	EUR Konto	BIC: RZOOAT2L	IBAN: AT24 3400 0000 0274 7749
Oberbank Bayern AG	EUR Konto	BIC: OBKLDK33	IBAN: DE58 7012 0700 1001 1326 36	Oberbank Leonding	CHF Konto	BIC: OBKLAT2L	IBAN: AT68 1500 7006 0105 2756
Raiffeisenbank Leonding	EUR Konto	BIC: RZOOAT2L276	IBAN: AT72 3427 6000 0017 8400	Oberbank Leonding	RUB Konto	BIC: OBKLAT2L	IBAN: AT16 1500 0006 0109 6019
VKB Traun	EUR Konto	BIC: VKBLAT2L	IBAN: AT81 1860 0000 1150 2119	UniCredit Bank Austria	EUR Konto	BIC: BKAUATWW	IBAN: AT17 1200 0100 1915 2759



The "ISHAP" software is an internet-based platform (Cloud) which offers us a central database which can be used via PC and smartphone. To ensure the correct legal documentation of your personnel please use the "ISHAP Light" software. In other words, if you are not already an ISHAP user please acquire the free light ISHAP licence. Register by entering your company details on

<https://light.ishap.at/anmeldung>

You will then shortly receive the corresponding user data in electronic form. You must then register and process your personnel which has been sent to us and employed as part of the service contract via this cloud-based system solution according to the instructions of the enclosed brief guideline.

Please record the required documents of all the employees working on the building site using this software and send to us via the ISHAP software **no later than 5 working days** before the start of work. Please also state the building project concerned.

We have to maintain two databases – one for the Austrian and one for the German building sites. The personnel information must be sent to the following addresses (users) by ISHAP application:

For Austrian building sites send to: **klampferzentral**

For German building sites send to: **klampferzentral\_de**

Once we have received your electronic data, this will be checked and allocated accordingly. If all the documents are correct, we will send a building site pass to site management. These passes are to be collected from our local site manager upon presentation of valid official photographic ID when the employees enter the building site for the first time. Employees must carry the pass for the entire duration of their employment on the building site and this must be presented immediately if required.

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Please note that we are unable to accept personnel data records with invalid or incomplete documents. These will be returned to you and you will be asked to complete / correct them. Anyone with invalid documents will be unable to work on the building site.

If your employees enter the building site with all the correct documents despite them not being recorded by you in the ISHAP software and the details sent to us, we will process this in the software. We would, however, like to point out that we will charge/deduct a fee of 200.00 EUROS excl. VAT per employee for the additional work. This additional expense, which is to be invoiced, also applies to other cases, for example if you repeatedly upload incorrect or incomplete documents on the platform and this has to be discussed this with you on numerous occasions.

You must keep all documents updated during the employment duration. If documents expire, you must update and send to us otherwise we will be unable to employ the individuals concerned and they will have to leave the building site. Any resulting disadvantages or costs will have to be assumed by you.

Please note that you are responsible for your employees as well as the associated required documents and we therefore ask for your cooperation in this matter. If you have any questions involving the use of the software please contact the free ISHAP support hotline on +43 (0)1 236 4132 – 99. For any further questions please send an e-mail to [ishap@klampfer.at](mailto:ishap@klampfer.at) or contact our headquarters on **+43 (0)732 67 13 14 0**.

We adhere to all legal requirements with view to the General Data Protection Regulation. All your documents will only be stored for the required period and only forwarded to third parties if this is legally required for example if there is an inspection by the Financial Police.

Thank you for your cooperation in this matter.

Kind regards

Marcus Heppner  
Head of Human Ressources

Roland Royer  
Commercial Project Management



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