Приложение № 13  
к приказу МВД России  
от 04.06.2019 № 363

**ФОРМА**

УВЕДОМЛЕНИЕ

о заключении трудового договора

или гражданско-правового договора на выполнение работ

(оказание услуг) с иностранным гражданином (лицом без гражданства)

Настоящее уведомление предоставляется в:

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| У | В | М |  | Г | У |  |  | М | В | Д |  | Р | О | С | С | И | И |  | П | О |  | Г | О | Р | О | Д | У |  | С | А | Н | К | Т |

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| - | П | Е | Т | Е | Р | Б | У | Р | Г | У |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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(наименование территориального органа МВД России на региональном уровне)

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| 1. Статус работодателя или заказчика работ (услуг) | (нужное отметить | X | или | V | ): |
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| X | - юридическое лицо |  | - иное лицо, чья профессиональная деятельность в соответствии с федеральными законами подлежит государственной регистрации и (или) лицензированию |
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|  | - индивидуальный предприниматель |  | - представительство иностранного юридического лица |

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|  | - адвокат, учредивший адвокатский кабинет |  | - филиал иностранного юридического лица |

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|  | - физическое лицо – гражданин Российской Федерации |  | - частный нотариус |

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| 1.1. Основной вид экономической деятельности в соответствии с Общероссийским классификатором видов экономической деятельности (ОКВЭД): |  | | | | | | | | | | | | |
|  | 6 | 3 | . | 1 | 2 |  |  |  |  |  |  |  |

(кодовое обозначение вида)

1.2. Сведения о работодателе или заказчике работ (услуг):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| О | Б | Щ | Е | С | Т | В | О |  | С |  | О | Г | Р | А | Н | И | Ч | Е | Н | Н | О | Й |  | О | Т | В | Е | Т | С | Т | В | Е | Н |

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| Н | О | С | Т | Ь | Ю |  | " | C | L | U | B | . | T | K | " |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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(полное наименование юридического лица/филиала иностранного юридического  
лица/представительства иностранного юридического лица, фамилия, имя, отчество (при наличии)   
индивидуального предпринимателя/адвоката, учредившего адвокатский кабинет/ частного нотариуса/физического лица – гражданина Российской Федерации)

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| О | Г | Р | Н |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 0 | 1 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(для юридических лиц – номер свидетельства о государственной регистрации юридического лица, для филиалов или представительств иностранных юридических лиц –

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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номер документа, подтверждающего факт аккредитации филиала или представительства иностранного юридического лица, для индивидуальных предпринимателей – государственный регистрационный

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номер записи   в   Едином    государственном    реестре    индивидуальных предпринимателей, для частных нотариусов - номер    лицензии   на   право нотариальной деятельности, для физического лица - наименование документа, удостоверяющего личность, его серия и номер, кем и когда выдан)

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| 1 | 2 | 1 | 3 | 1 | 4 | 1 | 5 | 1 | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(номер свидетельства о постановке на учет в налоговом органе, ИНН (при наличии), КПП (при наличии))

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(место нахождения (для физического лица – адрес фактического места жительства) работодателя или заказчика работ (услуг):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1 | 2 | 3 | 4 | 5 | 6 |  | Г | . |  | С | А | Н | К | Т | - | П | Е | Т | Е | Р | Б | У | Р | Г |  | У | Л | . |  | П | Р | А | В |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Д | Ы |  |  | Д | . |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом,   
квартира/офис)

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| Контактный телефон: | 8 | 1 | 2 | 7 | 1 | 2 | 1 | 2 | 1 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

2. Сведения об иностранном гражданине (лице без гражданства),  с  которым работодателем или заказчиком работ (услуг) заключен трудовой договор  или гражданско-правовой договор на выполнение работ (оказание услуг):

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| 2.1. Фамилия | Ш | А | Р | Ы | Л | О |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 2.2. Имя | Т | А | Р | А | С |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 2.3. Отчество (при наличии) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Л | Ь | В | О | В | И | Ч |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2.4. Гражданство | У | К | Р | А | И | Н | А |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 2.5. Место рождения (при наличии сведений) | П | О | Л | Т | А | В | А |  | У | К | Р | А | И | Н | А |  |  |  |  |  |  |  |  |  |
| (государство, населенный пункт) | | | | | | | | | | | | | | | | | | | | | | | |

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| 2.6. Дата рождения: | 1 | 2 |  | 0 | 3 |  | 1 | 9 | 9 | 3 |
|  | (число) | | | (месяц) | | | (год) | | | |

Оборотная сторона

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| 2.7. Документ, удостоверяющий личность: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| С | В | И | Д | Е | Т | Е | Л | Ь | С | Т | В | О |  | Б | Е | Ж | Е | Н | Ц | А |
|  |  | (наименование) | | | | | | | | | | | | | |

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| Серия |  |  |  |  |  |  |  | № | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | Дата выдачи: | 0 | 1 |  | 0 | 9 |  | 2 | 0 | 2 | 0 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | (число) | | | (месяц) | | | (год) | | | |

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| Кем выдан | М | В | Д |  | Р | О | С | С | И | И |  | П | О |  | Г |  | С | А | Н | К | Т | - | П | Е | Т Е | Р | Б | У |

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|  | Р | Г | У |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 2.8. Номер миграционной карты |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 2 |  | 1 | 2 | 3 | 3 | 2 | 1 | 4 | 5 | 6 | 7 |
| (при наличии) | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Дата выдачи | 3 | 0 |  | 0 | 8 |  | 2 | 0 | 2 | 0 |
|  | (число) | | | (месяц) | | | (год) | | | |

2.9. Адрес постановки на учет по месту пребывания или адрес регистрации по месту жительства (при наличии)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 6 | 7 |  | Г | . |  | С | А | Н | К | Т | - | П | Е | Т | Е | Р | Б |

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| У | Р | Г |  | У | Л | . |  | О | К | Р | У | Ж | Н | А | Я |  | Д | . |  | 1 | 8 |  | К | В | . |  | 1 | 5 |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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(почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом, квартира)

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| Дата постановки на учет по месту пребывания или регистрации по месту жительства: | 0 | 1 |  | 0 | 9 |  | 2 | 0 | 2 | 0 |
| (число) | | | (месяц) | | | (год) | | | |

3. Сведения о разрешении на работу или патенте, на основании которых иностранный гражданин   (лицо    без   гражданства)   осуществляет   трудовую   деятельность (не заполняется в случае осуществления трудовой деятельности без разрешения   на работу или патента, а также  в  случае   заключения   трудового   договора   или гражданско-правового договора на выполнение работ (оказание услуг) с иностранным гражданином (лицом без гражданства), привлекаемым к  трудовой   деятельности   в качестве  высококвалифицированного  специалиста  в  соответствии со статьей 13.2 Федерального закона   от  25 июля 2002 г.   № 115-ФЗ   «О   правовом   положении иностранных граждан в Российской Федерации»):

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| Наименование документа |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Серия |  |  |  |  |  |  |  | № |  |  |  |  |  |  |  |  |  |  | Дата выдачи |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | (число) | | | (месяц) | | | (год) | | | |

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| Кем выдан |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Срок действия |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (число) | | | (месяц) | | | (год) | | | |  | (число) | | | (месяц) | | | (год) | | | |

3.1. Трудовая деятельность осуществляется иностранным гражданином (лицом без гражданства) без разрешения на работу или патента на основании (не заполняется в случае осуществления трудовой деятельности на основании разрешения на работу или патента)

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| П | П |  | 1 | 2 |  | П |  | 4 |  | С | Т |  | 1 | 3 |  | 1 | 1 | 5 | - | Ф | З |  | О |  | П | О | Л | О | Ж | Е | Н | И | И |

(наименование международного соглашения или ссылка на акт законодательства Российской Федерации, предусматривающие осуществление трудовой деятельности без разрешения на работу или патента)

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|  | И | Н | О | С | Т | Р | А | Н | Н | Ы | Х |  | Г | Р | А | Ж | Д | А | Н |  | В |  | Р | О | С | С | И | Й | С | К | О | Й |  |

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| Ф | Е | Д | Е | Р | А | Ц | И | И |  | О | Т |  | 2 | 5 | . | 0 | 7 | . | 2 | 0 | 0 | 2 |  |  |  |  |  |  |  |  |  |  |  |

3.2. Профессия (специальность, должность, вид трудовой деятельности) по трудовому или гражданско-правовому договору:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| С | И | С | Т | Е | М | Н | Ы | Й |  | А | Д | М | И | Н | И | С | Т | Р | А | Т | О | Р |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 3.3. Трудовая деятельность осуществляется иностранным гражданином (лицом без гражданства) на основании | (нужное отметить | V | или | X | ): |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| X | трудового договора |  | гражданско-правового договора на выполнение работ (оказание услуг) |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Дата заключения с иностранным гражданином трудового договора или (лицом без гражданства) гражданско-правового договора на выполнение  работ (оказание услуг): | 1 | 1 |  | 0 | 9 |  | 2 | 0 | 2 | 0 |
| (число) | | | (месяц) | | | (год) | | | |

3.4. Адрес места осуществления трудовой деятельности принятого на работу иностранного гражданина (лица без гражданства):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1 | 2 | 3 | 4 | 5 | 6 |  | Г | . |  | С | А | Н | К | Т | - | П | Е | Т | Е | Р | Б | У | Р | Г |  | У | Л | . |  | П | Р | А | В |

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(почтовый индекс, субъект Российской Федерации, район, город, населенный пункт, улица, дом, квартира/офис)

4. Об ответственности за сообщение ложных сведений в уведомлении или предоставление поддельных документов предупрежден. С обработкой, передачей и хранением персональных данных согласен.

5. Достоверность сведений, изложенных в настоящем уведомлении, подтверждаю:

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| --- |
| ГЕНЕРАЛЬНЫЙ ДИРЕКТОР *ВОРОНОВ*  ВОРОНОВ А. В |

(должность, подпись и фамилия, имя, отчество (при наличии) лица, уполномоченного от имени работодателя (заказчика работ, услуг) подписывать уведомление (для физического лица – подпись и фамилия, имя, отчество (при наличии))

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| « | 11 | » | 09 | 20 | 20 | г. | | Место для печати (при наличии печати) |
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| Уведомление подано по доверенности № |  | от « |  | » |  | 20 |  | г. |

Паспортные данные лица, подавшего уведомление по доверенности:

|  |  |
| --- | --- |
| Фамилия, имя, отчество (при наличии) |  |
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| Серия: |  | Номер: |  | Выдан: « |  | » |  |  |  | г. |

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| Кем выдан: |  |  |  |
|  |  |  | (подпись лица, подавшего уведомление по доверенности) |