

## Contract for Services Questionnaire

A Contract for Services may be entered into only if the subject-matter of the contract is to create a work or provide services (collectively “Services”) pursuant to Section 631 of the German Civil Code (§ 631 BGB) and these Services are provided by an independent contractor who is not employed by the client in accordance with Section 7 of the German Social Code Book IV (§ 7 SGB IV). To distinguish between employment and self-employment, the level of independence when providing the Services is of crucial importance and the assessment must therefore take into account all facts and circumstances of the individual case. For this purpose, the information set out below is required. Duties regularly performed by TUM staff do, as a rule, not comply with the requirements of self-employed status.

Please complete the following questions and send the questionnaire to the Human Resources team responsible for you together with a draft of the Contract for Services.

### Description of Services to be provided:

**Have you received or applied for a start-up grant for the Services in accordance with Section 93 of the German Social Code Book III?**

no  yes

**Does your employer give you instructions on the Services to be provided by you (type and method)?**

no  yes

**Is the location specified where you provide the Services?**

no  yes

**Do you have regular working or attendance hours?**

no  yes

**Does the client provide you with equipment and/or work materials (telephone, PC, etc.) to provide your Services?**

no  yes

**Do you have other clients?**

no  yes

if yes:

**Do you receive more than 1/6 of your income from other clients?**

no  yes

**Are you acting as an entrepreneur making independent decisions on purchase and sales prices, the purchase of goods, employment of staff, use of capital and material resources of your own, customer payment methods, type and scope of customer acquisition, and type and scope of advertising and promotional activities (e.g., using your own letterhead)?**

no  yes

Date:

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Last name, first name Contractor

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Signature Contractor

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TUM organizational unit (Chair, professorship, etc.)

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Signature of [name]