



GENERAL CONDITIONS OF USE ONLINE SERVICES OFFERED TO EMPLOYERS

Internet services membership is subject to acceptance of the general conditions of use set out in articles I to X of this Agreement.

ARTICLE I – PURPOSE

The purpose of these General Conditions is to define the arrangements for providing Trade and Industry Employers and/or their authorised representatives, hereinafter referred to as "Users", with access to the services offered via the internet, hereinafter referred to as "Online services" and the conditions of use for these Online services by the User.

Any access and/or use of the Online services assumes compliance with all the terms of these General Conditions and their unconditional acceptance.

In the event that the User does not wish to accept all or part of these General Conditions, they will be unable to use the Online services.

Access to these services is continuous within the times set by the Caisses Sociales.

ARTICLE II – USER IDENTIFICATION

The subscriber number and password provided to the User cover the different Online services which the user can access by accepting these General Conditions.

ARTICLE III – SUBSCRIPTION

The full and complete acceptance of these General Conditions along with the online confirmation of a valid email address are used to validate a subscription to the Online services without time limit. This subscription may be suspended by contacting the Collections Department by email or letter, subject to the application of the regulatory provisions governing the obligation to use the Online services.

The Caisses Sociales reserves the right to cancel a subscription if the User does not comply with the General conditions of use of the Online services.

ARTICLE IV – CONFIDENTIALITY AND SECURITY

For security reasons, the User is asked to change the initial password the first time that they log on.

After five unsuccessful attempts to log on, access to the service shall be blocked. The User may make an online request to change the password. They will then receive an email containing a unique link that will enable them to create a new password online.

ARTICLE V – ONLINE SALARY STATEMENTS

Pre-populated screens are provided to the User who agrees to complete them monthly, complying with the deadline for sending the necessary information for payment of all contributions for which the Caisses Sociales provides collection services ⁽¹⁾, namely the 10th of the subsequent calendar month.

Once validated, the statement can no longer be modified and will have to be completed or amended through an additional statement.

ARTICLE VI – DATA TRANSFER OF THE SALARY STATEMENT FILE

Membership of this service requires, first of all, the ability to provide a file that conforms to the Caisses Sociales specifications, available on the website or on request.

ARTICLE VII – MEMBERSHIP FOR ELECTRONIC PAYMENT

Membership for electronic online payment is conditional upon first signing a form authorising the Caisses Sociales to perform direct debit transactions. An original bank statement from the account to be debited must be attached to this document.

ARTICLE VII – ELECTRONIC PAYMENT OF CONTRIBUTIONS

A pre-populated screen with the details of the contributions calculated and the total amount to be paid is presented to the User who agrees to make an electronic payment by the 10th of each month at the latest (Saturday and Sunday included). After this deadline, as in the case of partial payment, the penalties stipulated in the regulations regarding this matter shall be applied.

Once validated, the amount can no longer be modified and the bank account will be debited from the 5th working day (Saturday and Sunday excluded) following the validation date.

Moreover, the User agrees to the exclusive use of electronic payments for all contributions for which the Caisses Sociales provides collection services⁽¹⁾.

ARTICLE IX – MISCELLANEOUS PROVISIONS

The system design guarantees the confidentiality and integrity of the data as well as its reliability. The computer records will prevail in the event of a dispute between the parties.

After every declarative transaction, the User will receive a certificate of acknowledgement of receipt that they must retain.

Acceptance of these conditions leads to the digitisation of salary statements.

ARTICLE X - ELECTRONIC PAYMENT MADE BY AN ACCOUNTING FIRM

The employer can delegate its prerogatives regarding electronic payments for all contributions for which the Caisses Sociales provides collection services⁽¹⁾ to an Accounting Firm. To this end, a special tripartite Agreement signed jointly by the employer, the Accounting Firm and the Director of the CCSS and CAR must have been previously drawn up.

At the same time, the employer shall authorize the Caisses Sociales to conduct direct debit transactions by completing the "Direct debit application and authorisation" form provided for this purpose. An original bank statement from the account to be debited must be attached to this document.

⁽¹⁾ CCSS, CAR, OMT, CGCS, UNEMPLOYMENT INSURANCE, CCPB