



# TDP Agreement

## General conditions of access to the Online Filing and Payment service on the CNETP website

Internet Agreement No. :

**C N E T P**  
**31 rue Le Peletier**  
**75453 PARIS CEDEX 09**

If you do not yet have an Internet Agreement, please attach the ANET membership form for us

Identification of Applicant : ..... Member N ° .....  
Registered office address : .....  
.....  
.....

Registered with RCS (Trade and Companies Register) in : ..... Under No. ....

It is agreed as follows :

### Section 1 - Introduction

This service is for online filing and online payment transactions for member companies.  
Access to this service is conditional upon prior acceptance of the general conditions of access to the reserved area of the CNETP website and the appointment of the administrator representing the member company.  
Through its online filing function, it allows the company to file, in accordance with the provisions of Article 2 of the CNETP's internal regulations, the amount of salaries earned by staff declared to the Fund for the previous month. Through its online payment function, it allows the member company to pay the corresponding contributions electronically.  
The telematic service offered by the CNETP combines electronic filing and electronic payment transactions.  
The issuance of an online declaration alone or electronic payment alone is not authorised.  
Electronic payment is carried out by means of a direct debit transaction in accordance with the SEPA inter-company standard. It requires the company's express subscription to SEPA direct debit when using the service for the first time. Membership is formalised by setting up a paperless SEPA direct debit mandate, signed electronically, which authorises the creditor (CNETP) to send debit instructions to the debtor's bank (the member company). The mandate is sent to the signatory by email.  
**The member company undertakes to subscribe to this payment process and to send a copy of the mandate to its bank within a maximum of 7 calendar days.**  
The bank account of the member company cannot be debited without its agreement, evidenced by the validation of its electronic payment.  
Under this procedure, the account of the member company is only debited on the due date of the salary statement concerned.  
A number (CPOP number) certifying the registration of the payment order is sent online to the member company after validation of the payment by it.  
The company must keep this number in order to identify the entry made on the account statement sent to it by its bank and to evidence its payment, where applicable.  
The pre-filled screens made available to member companies must be completed by the administrator appointed by the member company or persons authorised in compliance with legal and regulatory provisions applicable to member companies. The electronic filing and payment procedure is therefore only an additional telematic service operated by the CNETP in parallel with the usual monthly paper filing procedure.

(1) The term agreement used for the title, in the body and any annexes to these general conditions of access to the reserved area of the CNETP website cannot be understood in the sense given to it by the provisions of articles. 1101 et seq. of the French Civil Code (Title III "Contracts and contractual obligations in



general").

It therefore makes no changes to the provisions of the statutes and internal regulations of the CNETP, which remain applicable to member companies opting for this telematic service.

Companies using this service are therefore bound by the same obligations in terms of reporting, due date and payment obligations as any company that has not opted for this service.

The operation of the online payment function allows for simultaneous validation of online filing and payment transactions.

## **Section 2 - Presentation of the telematic service for online filing and payment**

The telematics service dedicated to online filing and payment transactions allows companies that are members of the CNETP, within the framework of a predetermined management centre, to access the following functions :

### **Dashboard :**

This function allows a person or persons authorised by the administrator to access the history of payroll statements due and pending.

### **Entering information required for a statement :**

It concerns information such as the determination of the management centre, the number of employees concerned, the gross salaries constituting the basis of certain contributions and capped salaries.

### **Entering additional information :**

In principle, the various contribution lines or items which automatically appear on the entry screen correspond to those adopted when the member company joined. Since certain changes are likely to be made, including with regard to the activity of member company, a member company the option to create additional lines of contributions or adjustments.

### **Changing pre-established contribution lines :**

A member company has the option to change contribution bases.

### **Weather-related allowance :**

Since it has not yet been reached, it automatically appears as a deduction line. A member company may be required to change this line. Under no circumstances may any change made by a company lead to deducting an amount of allowance greater than the amount of the allowance still to be applied.

### **Split line :**

This line shows the cost of additional leave days for splitting at the direct expense of the member company. This line cannot therefore be changed.

### **Online payment validation :**

Validation of an online payment can only be carried out by the administrator or a person authorised by the administrator.

The bank account used by the member company to pay its contributions is subject to a SEPA direct debit mandate Business-to-business (B2B) between her and CNETP. The member company may revoke it at any time and create a new one that can be used immediately.

## **Section 3 - Correction options**

The declaring company has the option to correct or even cancel an online declaration and online payment until the due date of the payroll declaration concerned.

## **Section 4 - Consequences of choosing online filing and payment**

Member companies opting for the telematic procedure for online filing and payment no longer receive payroll declarations in paper form from the first month following registration with this service.

## **Section 5 - Designation of declarant**

For requesting access to the telematic service for online filing and payment, a member company designates, under an Internet agreement (general conditions of access to the reserved area of the CNETP website), an administrator who receives the necessary authorisations to deal with online filing and payment. The administrator thus appointed may, under the Internet agreement and under his sole responsibility, designate users authorised to use this service.

## **Section 6 - Proof of online filing and payment transactions**

The design of the proposed system (general conditions of access to the reserved area of the CNETP website and online filing / online payment agreement) allows for the confidentiality, integrity, readability of data and the reliability of their transmission.

Computer records are proof of their content until proven otherwise.

In the event of any dispute concerning the accuracy of the declaration, its date, its affective payment, its date or its quantum, it is the responsibility of a member company of the CNETP to provide proof thereof.

For each online filing and payment transaction, a member company receives a certificate (CPOP) as acknowledgment of receipt of the online filing and payment transaction, which it must retain.

The proposed online filing and payment system allowing a member company to make several corrections over the same day for the online filing and payment of due payroll statements, only the certificate bearing the latest time stamp will constitute proof thereof.

The proposed system also enables a member company to make corrections to online filing and payment transactions for pending payroll statements until the due date, and the online payment of pending payroll statements is deemed to be made on 25<sup>th</sup> day of the month (due date), regardless of the effective date on which the online filing and payment transaction is validated.

In order to avoid any confusion, this last provision only applies to a pending payroll statement, i.e., one which, in accordance with the provisions of article 2 of the CNETP's internal regulations, only concerns the filing and payment of contributions relating to salaries acquired by declared staff of the member company for the previous month.

## **Section 7 - CPOP**

The CPOP is information referencing both the CNETP and your bank any records relating to statements of salaries paid.

## **Section 8 - No salaried staff**

If no remuneration is paid (no staff), the declarant must tick the box provided for this purpose, then provide proof of no payroll to be declared using the various cases proposed.

## **Section 9 - Decision of a member company to no longer use the online filing and online payment service**

A member company may discontinue using the telematic service for online filing and payment. It will inform the CNETP by the most expedient means at its disposal (telephone, email, etc.). This decision is confirmed by a simple letter bearing the date from which it will no longer use this service.

From the first month following registration of this decision, the CNETP re-establishes the standard procedure for issuing payroll statements on paper.

## **Section 10 - Suspension or interruption of service at the initiative of the CNETP**

For any legislative, regulatory, technical or convenient reasons, the CNETP may be called upon to definitively suspend or interrupt the telematic service for online filing and payment. It may also suspend or interrupt this service due to any unpaid debts or unjustified disputes from a member company.

It will inform a member company by the most expedient means at its disposal (telephone, email etc.). This decision is confirmed by a standard letter bearing the date from which access to the service will be suspended or interrupted.

From the first month following the date of the service's suspension or interruption, the CNETP re-establishes the standard procedure for issuing payroll statements on paper.

## **Section 11 - Impact of closing access to the service on pending payroll statements**

When access to the service is closed before the 25<sup>th</sup> day of each month, any pending online payroll statements are cancelled by the CNETP, which will issue replacement payroll statements on paper as soon as possible.

## **Section 12 - Impact of closing access to the service on statements due**

When access to the service is closed, any online payroll statements appearing on the website are cancelled by the CNETP, which will issue payroll statements on paper as soon as possible to replace any cancelled online

statements.

**Section 13 - Treatment of unpaid dues**

All costs and charges resulting from unpaid dues resulting from rejection of the online payment by the bank for insufficient credit in the accounts of the debtor member company, and all costs and charges resulting from unpaid dues resulting from unjustified disputes by a member company will be borne by it.

**Section 14 - Opening of insolvency proceedings against a member company**

The opening of insolvency proceedings against a member company does not, by itself alone, suspend or interrupt access to the telematic service for online filing and payment. The member company undertakes, however, in the event of any change in its legal representative's powers of representation, to have authorisations given to the administrator under the Internet agreement confirmed or to appoint any other administrator.

I, the undersigned,....., legal representative of the Company, wishes to join the Online Filing and Online Payment service under the general terms and conditions of use for the Service, which I acknowledge having read.

(Location) ..... , (date) ..... Signature

| <b>Section reserved for FUND</b> |                      |
|----------------------------------|----------------------|
| Agreement number : .....         | Allocated on : ..... |