



Taxi or limousine drivers providing professional passenger transport services in the Canton of Geneva

Reporting procedure for service providers

Information on renewing a declaration

Date:

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1. Reminder:

The business activities of taxi or limousine drivers providing passenger transport services is regulated in the **canton of Geneva**. This means that all professional drivers are required to obtain a market access notification prior to the start of their activity from the Canton of Geneva's "Service de police du commerce et de lutte contre le travail au noir ([PCTN](#))".

Since 1 September 2013, any driver intending to work **as a service provider** in Geneva benefits from a simplified procedure to obtain a market access notification. Drivers must submit their declaration to [SERI](#) to have access to the market. Any service providers who obtained a market access notification after submitting a declaration to SERI in the last few years and who intend to provide new services in a subsequent year must **renew their declaration**.

Renewal requests may be submitted from 1st October preceding the calendar year for which the renewal is being requested.

2. Principle

The renewal procedure is basically the same as with the first declaration. The procedure can also be completed online. It is simplified in the sense that there are fewer documents to provide. Renewal of a declaration is not subject to any fee.

3. Who can renew a declaration?

To renew a declaration, you need to have **completed an initial declaration**, i.e. you need to have received a market access notification from the PCTN. A declaration cannot be renewed if the initial declaration was not completed, for example because some of the enclosed documents were missing.

You can renew your declaration online on the SERI website (www.sbf.admin.ch/edeclaration > Procedure and Duration). You will need to enter your user name and password. The following screen will appear:

Declaration procedure for service providers from the EU/EFTA

[> General information](#)

Create declaration

Click on 'Create declaration' to create a first declaration or renew an existing declaration.

If you have already submitted a declaration to SERI in previous years, and if it appears in the list below, you can click on the symbol with the round arrow under 'Actions' to proceed with a renewal.

[Create declaration](#)

By clicking on “**Create declaration**”, you can renew your declaration. Please select “Renewal” under “Declaration type”. You will need to enter essentially the same information as you provided for your first declaration. On the last page, you must take note of the legal notices and submit the declaration.

4. Attached documents

To renew your declaration you do not need to upload all the documents required for your first declaration. The only document required for renewal is **proof of legal establishment**, which is proof that the driver is still entitled to exercise his/her profession in his/her home state. SERI requires this document to make sure the driver has not been prohibited from practising the profession since the first declaration was made. You already submitted proof of legal establishment with your previous declaration; accordingly the documents you need are no different from those submitted with your previous declaration. You **only** need to upload one of the following documents¹:

Holders of authorisations or licences:

a **recent certified copy** (issued less than three months previously) of the card “chauffeur de taxi”, card “VTC”, “petite remise”, a Loti authorisation (French act on public transport), a “Certificato di abilitazione professionale CAP”, etc.

or

a **recent certified copy** (issued less than three months previously) of prefectural authorisation for the provision of passenger transport services (e.g. a “Licence pour le transport intérieur de personnes”, “Autorisation d’exercer la profession de transporteur public routier” or “Autorisation pour l’exécution de services occasionnels de transport public routier de personnes”)

Salaried drivers without authorisation or a licence:

a **recent certified copy** (issued less than three months previously) of the **driving licence**

and

a **recent certified copy** of the **extract from the register of convictions** (issued less than three months previously)

You may of course also provide an attestation (art. 7 para. 2 let. b of Directive 2005/36/EC) from the competent authority of the home state.

¹ The documents that certify legal establishment in particular depend on the documents depend on the legislation of the home state. They are subject to change at any time, independently of the SERI's will. This list is therefore subject to change at any time and does not incur the liability of the SERI or the PCTN.

5. What if your online declaration is incomplete?

In such cases, you will be informed about the missing documents by e-mail. You must then upload the missing documents in the online portal and resubmit the declaration.

6. Market access notification

Once the declaration is complete, it will be sent to the PCTN, which will notify you of your market access, as with the first declaration.

7. Notification procedure by the State Secretariat for Migration SEM

Every independent service provider and every posted worker continue to be subject to the obligation to notify the **SEM of all their service activities** (www.sem.admin.ch > Entry, residence & working > Notification procedure for short-term work in Switzerland).