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| Contract of assignment [All relevant information must be filled out and the contract delivered to the department for HR/accounting](#FillingTheForm)**\*\*THIS COPY TO BE RETURNED TO OsloMet\*\*** | Ref.no:      Ex.off:       |  |

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| **[Contractor](#FillingTheForm" \o "Filling the form: Press CTRL + P after filling in the fields in part1. The information in part 1 is then copied to part 2.):** |
| [Name](#FillingTheForm):      | Address:      |
| E-mail:      | Postal code and post office/city:      |
| Organization number:      | Mobile no:      | Contractor’s bank account:     For international transfers please fill out attachment A. |
| This form is only to be used for payment through a sole proprietorship. Personal salary is handled through the payroll system – see [Kontrakt på timelønn og oppdrag/honorar - Ansatt - minside (oslomet.no)](https://ansatt.oslomet.no/en/time-oppdragskontrakt) |  |
| **Enterprise:** |
| OsloMet – Oslo Metropolitan University  | Postboks 4 St. Olavs plass, 0130 Oslo |

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| **To be filled in by head of studies/teacher/coordinator:** |
| Faculty and institute:       |
| Description of the assignment:      |
| Contact:      | Meeting place and time:      |
| Bestillernummer, must be entered in the invoice in the EHF field “Invoice/BuyerReference”: |       |

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| [ ]  | The assignment is paid with a lump sum of NOK:       The assignment is pre-defined according to the following details:  |
| Date | From  | To |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| This contract does not ensure payment – invoice must be sent to our EFH-address. The payment is not pensionable and does not generate holiday pay. OsloMet does not cover travelling expenses unless specified in this contract**.** |

**Disagreement/dispute:**

Should a dispute arise from this contract the parties agree that this shall be resolved by arbitration in Oslo according to the Civil Procedure Act. This contract is issued in to copies of which each party keeps one.

Put name here.
 (This document is electronically approved and needs no signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_
**Date and authorised signature for OsloMet Date and contractor’s signature**

**Attachment A Foreign bank details**

**Receiver (Name of bank account owner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year and Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Branch Code (if possible): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Bank Account nr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IBAN (if possible): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BIC-/SWIFT Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Bank Information (if applicable:** such as routing nr. or CHIPS nr. (in USA): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR use at OsloMet:**

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| Kontering |
| Konto:      | Budsjettenhet/kostnadssted:      |
| Formål:      | Arbeidsordre:      |

Navn på godkjenner og dato.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dato og attestasjon**

|  |  |  |
| --- | --- | --- |
| Contract of assignment [All relevant information must be filled out and the contract delivered to the department for HR/accounting.](#FillingTheForm" \o "The information in this part is copied from Part 1 (after pressing CTRL+P)) **\*\*THIS COPY TO BE RETAINED BY THE CONTRACTOR\*\*** | Ref no: Ex.off:  |  |

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| Name:  | Address:  |
| E-mail:  | Postal code and post office/city:  |
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| OsloMet - Oslo Metropolitan University  | Postboks 4 St. Olavs plass, 0130 Oslo, Norway |

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**Date and authorised signature for OsloMet Date and contractor’s signature**