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Temporary or Permanent Intra-company transfer petition

Such petition allows a foreign company to transfer one of its owners, directors, executives or managers, to either: 1) open a subsidiary of the business in the U.S. and oversee its start-up temporarily, or 2) purchase an operating company in the U.S., and oversee its operations, or 3) be transferred to an existing subsidiary of a foreign company in the U.S., to oversee its operations, temporarily or permanently. The foreign company must be in activity for at least one year, and there must be a controlling interest between the American subsidiary and the foreign company. The person being transferred must have held a full time executive or managerial position with the foreign company (managing partner, managing director, executive employee or dept.manager) for at least 12 months within the last 36 months. Spouse and unmarried children under 21 can apply for accompanying temporary visas or apply for permanent residence with the alien being transferred. Both companies do not have to be in the same line of business, however, the foreign entity must have sufficient employees and revenues to justify the opening or acquisition of a subsidiary abroad.

The temporary L-1 visa can be processed in approximately 10 days. Permanent Residence petitions are currently taking approximately 6 months to be processed.

FROM THE AMERICAN COMPANY:

- Articles of Incorporation or Business Organization
- Stock Certificates, Stock ledgers
- Business Overview (including employee hiring schedule, budget, start-up expenses and financial forecast for 1st year of business if a start-up)
- Employer ID number , Sales Tax Number
- Lease Agreement or Commercial Property Deed
- Occupational License, Certificate of Use, other licenses
- Bank Statements, letter from bank
- Latest Financial statements (year to date profit & loss, income or other)
- Latest Federal corporate Tax Return
- Latest Employer Quarterly Report (941) and UCT-6 report
- Proofs of business activity: Purchase/Sales invoices, airwaybill, other import/export documents, representation contracts, advertisements, brochures, photos, etc.

FROM NON-USA COMPANY:

- Articles of Incorporation or Business Organization, list of shareholders
- Commercial lease Agreement or Property Deed
- Occupational Licenses, other licenses
- Taxpayer Registrations
- Recent commercial bank statements, letters from banks
- Latest financial statements (year to date profit & loss, income, other) incl. exchange rate
- Latest Corporate Income tax return
- Flowchart of present employee structure
Showing the organizational structure of the company including the position held by the person to be transferred (names of all employees, and positions held by each)
- Latest Employee Payroll List: full names, positions held and base salaries
- Payroll List of officers, directors, working partners if separate
- Proof of compensation paid to person to be transferred (at least 12 months)
- Proofs of business activity: Purchase/Sales invoices, airwaybill, other import/export documents, representation contracts, advertisements, brochures, photos, etc.

FROM BENEFICIARY:

- Brief Resumé (education, professional experience - max. 1 page)
- Copy of college diplomas, if any
- Home address abroad
- Copy of 1st page and page of visa in passport, all family members
- Copy of I-94 entry cards, all family members, if in U.S.
- Copy of beneficiary's marriage certificate, and birth certif. of children/step-children under 21

****Please give us letter-size copies of all documents for analysis - copies will not be returned****