

RELOCATION SERVICES FOR CORPORATE EMPLOYEES

Do you need relocation services for your employees?

If your employees need assistance obtaining an employment visa, home search, or any other relocation service, we are definitely the expert of this business. Contact us today and we would be delighted to speak with you about your employee relocation needs.

Our team of ORUGA GROUP Warsaw office provide relocation services in Poland to some of the largest corporations in the world. We provide the full range of international relocation, immigration, and destination services to corporations, local businesses, immigration law firms, corporate relocation firms and individuals.

We also provide relocation services for individuals and their families who are not part of a company-sponsored relocation program.

We offer:

- Application and renewal services of Work Permit, Temporary Residence Permit and Residence Permit for Corporate Employees and Individuals.
- Home Search: temporary housing, home finding, lease negotiations, accompanied hand-overs, and renewals for relocating employees. Tenancy management services for corporate clients.

We offer attractive discounts to our Corporate clients.

Types of Visa, Work Permit, Temporary Residence Permit, Residence Permit-

Basis for being in Poland there are 2 types of visa - Business Schengen visa and Polish National visa, as well as Residence Permit, which could be Temporary Residence Permit and Permanent Residence Permit.

A) After you become a Polish company owner (no matter which type it is) **on the basis of registration certificate** in Polish National Court (an excerpt from registry) you may get a **business-Schengen visa for 90 days of stay in a half-year period**. This excerpt must be as actual as it possible that consulate couldn't give any claim on it. It is considered that this document is valid during a month. Consulate usually asks about the most actual excerpt. Registration certificate is included in the price of our services.

B) Work permit - National visa is given for a period in accordance with permit. For getting this permit some of your company registration documents are necessary. Except these documents there are few

more documents could be given: company balance sheet, accounting report, invoices as well as contracts - if it possible.

C) Temporary Residence Permit (TRP). You may get a Temporary Residence Permit based after minimum 3-6 months of the company's activity and show a minimal company profit condition per each shareholder in amount of 500 euro. So you must multiply this amount in case of more than 1 shareholder in the company in accordance with number of them. Other requirements for getting residence permit are: ongoing accommodation in Poland, accommodation registration, insurance.

D) Permanent Residence Permit in Poland is given if you have 5-year ongoing staying in Poland. Confirmations that give evidence of it are previous Temporary Residence Permits and National visas. It is allowed to stay out of Poland during maximum 10 months (in 5-year-period mentioned above) and a single exit out of Poland must be no longer than 6 months. What about EU countries - it can't be checked. You can travel and live freely in other Schengen country if you have such opportunity. Terms of getting decision about Residence Permit is 2,5 months - on paper, but in practice is 3 months + 3-4 weeks for physical making a card (4 months in common). You are required to come personally to an immigration institution for making fingerprints of yours.

For more professional legal assistance and advice on your employee relocation needs, **please contact:**

Terra Xu, Head of Marketing

Tel: +48 222 407 040 **Mobile:** +48 606 332 808 **Fax:** +48 222 407 044

Email: invest@orugagroup.com

www.orugagroup.com