



LAW OFFICES OF ADRIEN MEDVEI

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H-1B CASE BUSINESS DOCUMENT LIST

FROM H-1B PETITIONING BUSINESS /COMPANY:

- Copy of business formation (articles of incorporation, LLC certificate etc.)
- Copy of business license
- Detailed description of the nature and type of business conducted in the foreign country
- Copy of latest Corporate Federal Tax Return, or accountant certified Profit/Loss Statement
- If Publicly traded company the only document necessary
- - Proof of the existence and viability of the business to include:
 - a. Advertising, marketing materials and brochures
 - b. Certified copy of lease to premises or title deed to fixed property
 - c. Latest financial statements, tax returns
 - d. Invoices to customers and from suppliers and/or contracts showing ongoing trading
 - e. Latest bank statements (3-6 statements)
 - f. Pictures of products, premises, staff and equipment (in duplicate), where applicable
 - g. Trade references
 - h. Organizational chart (for large company managerial/divisional structure; for smaller company include structure by individuals); include number of employees, names of divisions, include how US company fits into overall structure
- Latest Form ED 941 (Federal Report of Employees Wages)

- If publicly traded company please only provide the latest Annual Report