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L-1 CASE BUSINESS DOCUMENT LIST

FROM FOREIGN BUSINESS/COMPANY ABROAD:

- 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
- Number of employees abroad
- - Proof of the existence and viability of the business to include:
 - a. Advertising 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

FROM THE US ENTITY

- Incorporation Documents / Partnership / Joint Venture Agreement
- Stock certificates
- Organizational minutes
- Branch Qualification to do business in the US and/or particular State
- Business permits / licenses / registration
- Company's marketing brochure
- US branch/entity's organization chart (see above)
- Lease / deed ; mortgage and rent receipts
- Letter from bankers certifying that the corporation has sufficient funds within the USA to make payment of the employee's income – usually \$25,000 deposited in the corporate bank account is sufficient
- Nature and type of business to be conducted in the USA
- Proposed salary of the transferred employee in the USA
- Proposed number of employees at the US entity (Describe departments)
- If not a new office/business then latest financial statement and federal tax return
- Latest Form ED 941 (Federal Report of Employees Wages)
Latest changes if any affecting the corporate structure