



## L1 VISA CHECKLIST

### **I. FROM U.S. COMPANY**

1. ARTICLE OF INCORPORATION OR ASSOCIATION
2. APPLICATION FOR EIN (FORM SS-4)
3. STOCK CERTIFICATES
4. LEASE OF BUSINESS LOCATION
5. BANK STATEMENT OR WIRE TRANSFER EVIDENCING INITIAL INVESTMENT
6. AUDITED ACCOUNTING REPORTS (BALANCE SHEETS, PROFIT/LOSS STATEMENTS, CASH FLOW REPORTS)
7. CORPORATE INCOME TAX RETURN FORM 1120 (IF ANY)
8. EMPLOYER'S QUARTERLY REPORT FORM 941 (IF ANY)
9. DESCRIPTION OF COMPANY BUSINESS
10. COMMERCIAL CONTRACTS, INVOICES, BILLS OF LADING, LETTERS OF CREDIT, ETC
11. BANK STATEMENTS
12. COMPANY LETTERHEAD (SEVERAL SHEETS)
13. COMPANY STRUCTURE, PLAN OF EMPLOYING NEW EMPLOYEES
14. PICTURES OF THE MAIN OFFICE (INTERIOR & EXTERIOR)

### **II. FROM FOREIGN COMPANY**

1. BUSINESS LICENSE
2. ARTICLE OF INCORPORATION
3. INCOME TAX FILINGS FOR THE PAST THREE YEARS
4. AUDITED ACCOUNTING REPORTS (BALANCE SHEETS, PROFIT/LOSS STATEMENTS, CASH FLOW REPORTS)
5. ORGANIZATIONAL CHART, TOTAL NUMBER OF EMPLOYEES, POSITION HELD BY THE TRANSFEREE
6. COMPANY BROCHURE OR PRODUCT INTRODUCTION
7. DOCUMENTS OF BUSINESS TRANSACTIONS (CONTRACTS, BILLS OF LADING, LETTER OF CREDIT)
8. BANK STATEMENTS OR TRANSACTIONAL RECORDS

**9. COMPANY LETTERHEAD WITH COMPANY LOGO, NAME AND ADDRESS (SEVERAL SHEETS)**

**10. PICTURES OF COMPANY'S MAIN OFFICE, FACTORIES OR BUILDINGS (DISREGARD IF ALREADY INCLUDED IN COMPANY BROCHURE).**

### **III. FROM TRANSFEREE**

**1. RESUME**

**2. DIPLOMA**

**3. EMPLOYMENT VERIFICATION LETTER FROM THE FOREIGN COMPANY**

**4. BOARD RESOLUTION OR APPOINTMENT DOCUMENTS VERIFYING THE TRANSFER**

**5. ANY OTHER DOCUMENTS SHOWING TRANSFEREE'S CAPABILITY TO CONDUCT BUSINESS IN THE EXECUTIVE POSITION**

**6. DOCUMENTS PROVIDING ONE YEAR OF EMPLOYMENT OUTSIDE THE US**

**7. DOCUMENTS PROVING EMPLOYMENT OUTSIDE THE US AS AN EXECUTIVE MANAGER OR PERSON WITH SPECIALIZED KNOWLEDGE.**

**8. ARTICLES OF INCORPORATION OR OTHER LEGAL CHARTER OR BUSINESS LICENSE OF THE NON-US COMPANY.**

**9. ARTICLES OF INCORPORATION OR OTHER LEGAL CHARTER OR BUSINESS LICENSE OF THE US COMPANY.**

**10. LEGAL BUSINESS REGISTRATION CERTIFICATE OF THE NON-US COMPANY.**

**11. LEGAL BUSINESS REGISTRATION CERTIFICATE OF THE US COMPANY.**

**12. TAX RETURNS OF THE NON-US COMPANY FOR THE PAST TWO YEARS.**

**13. TAX RETURNS OF THE US COMPANY FOR THE PAST TWO YEARS**

**14. COPIES OF ALL OUTSTANDING STOCK CERTIFICATES IF THE BUSINESS IS A CORPORATION.**

**15. NOTARIZED AFFIDAVIT FROM THE SECRETARY OF THE CORPORATION FROM THE OFFICIAL RECORD KEEPER OF THE BUSINESS, STATING THE NAMES OF EACH OWNER AND PERCENTAGES OF THE COMPANY OWNED.**

**16. IF THE BUSINESS RELATIONSHIP IS A JOINT VENTURE, A COPY OF THE WRITTEN JOINT VENTURE AGREEMENT.**

**17. ANNUAL SHAREHOLDER REPORTS OF THE US AND NON-US COMPANIES IF PUBLICLY HELD.**

**18. ACCOUNTANT'S FINANCIAL STATEMENTS, INCLUDING PROFIT AND LOSS STATEMENTS AND BALANCE SHEETS OF THE NON-US COMPANY FOR THE PAST TWO YEARS.**

**19. ACCOUNTANT'S FINANCIAL STATEMENTS, INCLUDING PROFIT AND LOSS STATEMENTS AND BALANCE SHEETS OF THE US COMPANY FOR THE PAST TWO YEARS (IF AVAILABLE)**

**20. PAYROLL RECORDS OF THE NON-US COMPANY FOR THE PAST TWO YEARS, IF AVAILABLE.**

**21. PAYROLL RECORDS OF THE US COMPANY FOR THE PAST TWO YEARS, IF AVAILABLE.**

**22. LETTERS OF REFERENCE FROM THE CHAMBERS OF COMMERCE FOR THE NON-US COMPANY.**

**23. PROMOTIONAL LITERATURE DESCRIBING THE NATURE OF US EMPLOYER'S BUSINESS.**

**24. BANK STATEMENTS INDICATING THE AVERAGE ACCOUNT BALANCE OF US BUSINESS.**

**25. COPY OF BUSINESS LEASE OF DEED OF BUSINESS PREMISES OF THE US COMPANY.**

**IF MORE THAN HALF THE STOCK OF EITHER US OR NON-US COMPANY IS PUBLICLY HELD, STATEMENTS FROM THE SECRETARY OF THE CORPORATION DESCRIBING HOW THE COMPANIES ARE RELATED.**