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LIST OF DOCUMENTS TO SUPPORT AN L-1 PETITION

I. FROM THE FOREIGN CORPORATION:

1. Articles or Memorandum of Incorporation including any registered documents relating to name change
2. Documents relating to the equity distribution
3. Business license/registration/permits, if applicable
4. Proof of the existence and viability of business, including:
 - (a) Advertising material and brochures
 - (b) Certified copy of lease to premises or title deed to fixed property
 - (c) Latest financial statements including tax returns if available
 - (d) Corporate Annual Report
 - (e) Latest bank statement
 - (f) Marketing brochures, promotional materials, products, services or key people
 - (g) Organizational chart (if large company, then also managerial or divisional structure; if a small company, include structure). Please indicate number of employees, names of divisions, if any, and how the US company fits into the overall structure of the corporation
 - (h) Sample invoices or contracts (e.g., 5-10, indicating trade in goods or services, preferably orders transacted with various countries, and the average of largest orders)**
 - (i) Trade references
 - (j) Copies of awards, memberships or special achievements by the company or key personnel
 - (k) Pictures of products, premises, staff and equipment (in duplicate) where applicable
5. Letter on business stationery certifying the following:
 - (a) Name of employee
 - (b) Total number of employees
 - (c) Date of commencement of employment
 - (d) Duties of employee
 - (e) The employee has been continuously employed since the commencement date of employment and is presently an employee of the corporation
 - (f) The business supports the petition for an L-1 visa for the employee and the position of employee would be available to employee at the end of three years when the L-1 visa automatically expires, if no extension is filed

Documents Needed For L-1 Petition

6. Letter from the independent auditors confirming sub-items (a) through (e) inclusive, of Item 1 above.
7. A separate letter from the corporation's auditors or other appropriate government agency certifying the total authorized and total outstanding shares of the foreign corporation, along with a list of the shareholders and the number of shares held by each person. Please note that the total number of outstanding shares must tally with the total outstanding shares of the corporation.
8. Organizational chart depicting employee's position in the corporate structure.

**** Please do NOT include confidential or proprietary material relating to the company.**

II. DOCUMENTS FROM THE UNITED STATES CORPORATION (for company less than one year old):

1. Incorporation documents/Partnership or Joint Venture documents. Or if Branch Office of a foreign corporation then US business qualification documents
2. Business Plan
3. Federal tax identification number and local government licenses (business permits/licenses/registration)
4. Stock Certificates relating to outstanding shares to establish qualifying parent-subsidiary relationship or affiliate company relationship with foreign entity
5. Corporate annual report and marketing brochure
6. Lease/ Deed of mortgage, or rent receipts
7. Organizational chart (if large company, then also managerial or divisional structure; if a small company, include structure). Please indicate number of employees, names of divisions, if any, and how the US company fits into the overall structure of the corporation.
8. Letter from bankers certifying that the US corporation has sufficient funds within the United States to pay the employee's salary. If a new corporation, approximately \$ 50,000 would have to be deposited into the new corporate bank account.
9. Copies of advertisements
10. Sample invoices or contracts (e.g., 5-10, indicating trade in goods or services, preferably orders transacted with various countries, and the average of largest orders) **
11. Trade references
12. Articles, promotional materials about the company, its products, services or key people
13. Recent company tax return or financial statement if available or projected financial outlook
14. Copies of awards, memberships or special achievements by the company or key personnel
15. Organizational chart depicting employee's position in the corporate structure.

***** For US company in business for more than one year.**

1. Same items as in Item II above plus the documents below:
2. Latest financial statement or federal tax return
3. Latest Form ED-941 relating to employee wages

Documents Needed For L-1 Petition

4. Latest changes affecting corporate structure

**** Please do NOT include confidential or proprietary material relating to the company.**

III. FROM THE FOREIGN EMPLOYEE WHO IS BEING TRANSFERRED TO THE US:

1. Copy of personal tax return reflecting income earned from non-US sources for at least one (1) year
2. Employee's job description abroad for the prior year*
3. Employee's proposed job description along with salary in the United States*
4. Copies of all awards, recognition, special achievements, etc.
5. Copies of all articles written by or about employee relevant to position abroad or in the United States

* Including the number people and types of positions to be supervised. Include any unique qualifications or job duties vital to the company's success.

Please note that the above documentation/evidence is the minimum required by the United States Immigration and Naturalization Service (INS). The INS does sometimes request additional documentation to be submitted.

Please always complete separate L-1 Petition Checklist for each foreign employee to be transferred on L-1 status