

Checklist for companies

### **3 months before departure**

- Prepare schedule for the assignment.
- Define responsibilities.
- Relevant communication to all parties involved.
- Schedule discussion with staff.
- Explain assignment guidelines.
- Engage experts: tax, forwarding, relocation etc.
- Define contract modalities and remuneration modalities.
- Verify immigration requirements.
- Is Spousal Support / Dual Career Support required?
- Plan a look-see trip.
- Is there anything to be discussed regarding pensions, social insurance and tax?
- Intercultural training necessary?
- Provision for medical emergencies necessary?
- Mentor programme necessary?
- Have contract of employment amended and finalised.
- Inform works council, works physician and trade associations, if necessary.
- Have you found a successor to continue ongoing projects?
- Apply for work permit and residence permit, make arrangements to get a visa, if necessary.
- Inform salaries department.
- Status report necessary?

Notes

- Book language course.*
- Make calculations?*
- Determine who bears costs?*
- Notify authorities and institutions in the host country?  
(chambers of commerce, law firms, press office, supervisory authority for banking etc.)*

Notes

*We'll be pleased to organise  
all this for you!*