

Process of the intra-corporate transfer of an employee according to the project¹

The company discusses the details of the intra-corporate transfer with a regional office of the PES, enters into a contract under which the transfer will be made, and submits an application for an employment permit. Then the firm notifies the MIT of the intra-corporate transfer and submits certified documents from the TO, CSSAA and health insurers.



The MIT evaluates the application and

- if the firm meets the conditions, the MIT will immediately notify the MI, MLSA, MFA of including the application into the project, or
- if the firm fails to meet the conditions for inclusion into the project, the MIT will notify the firm of that fact in writing.



MLSA, i.e. PES, evaluates the compliance with the condition that the firm has not been repeatedly fined for breaching its legislation-based obligations monitored by the PES, SLIO and DLI. A member of the firm's staff will submit a visa application to the Embassy (and shall arrange for the express delivery of the application in advance and at its cost). The Embassy will send the visa application to the DAMP.



The PES decides on issuing an employment permit. The DAMP evaluates the submitted application for a long-stay visa and, if statutory conditions are met, it will grant the long-stay visa.



Based on a DAMP's instruction, the Embassy notifies the foreigner and indicates a long-stay visa in the foreigner's travel document.

¹ MIT – Ministry of Industry and Trade, MFA – Ministry of Foreign Affairs, E – Embassy, MLSA – Ministry of Labour and Social Affairs, PES – Public Employment Service, MI – Ministry of the Interior, DAMP – Department of Asylum and Migration Policy, CSSAA – Czech Social Security Administration Authority. TO – Tax Office.

Involvement of other authorities with the following links: undertaking – CSSAA, Tax Office and health insurers:

- **CSSAA** prepares a certificate of the registration for social security insurance payments for the undertaking and a document to certify that the company has no arrears in social security insurance contributions and state employment policy contributions.
- **Tax office** issues a document to certify that the business company has no arrears in payments.
- **Health insurers** issue certificates of the registration for health insurance payments and a document to certify that the company has no arrears in public health insurance contributions.