Hello,

Let me kindly send you XXX's residence card in the attachment (The password will be sent in a separate email).

Please note the residence permit of XXX has been granted until 24/09/2025, as well as the residence permit card expires on this date.

The next steps that need to be done:

1) **Collecting the residence card** - please let me know how we will deliver the card to you, or if you will collect the card in person or if it needs to be sent somewhere

2) XXX shall go and register himself/herself for public insurance in person (In Slovakia we have 3 insurance companies that are providing the public health insurance – UNION, Dôvera and Všeobecná zdravotná poisťovňa) - he should have a signed copy of the employment contract with him as well as the original residence card

3) After registering for public insurance, the employer can register him/her under himself in the matter of **public insurance as well as social insurance**

*- it is necessary to register a foreigner under the social insurance company no later than 1 day before starting employment, and the public health insurance shall be settled no later than 8 days after starting employment.*

4) **Passing the medical check** - please let us know on which day we can book the medical examination, based on this we will also send instructions on what to bring with you and where to come - please, this must be completed as soon as possible so that the clinic can process the results and sent them to the address of Foreign Police.

5) **Sending the employer's notification about the start of the Employement** - please let me know the date on which XXX will start work according to the employment contract and accordingly to that we will prepare a form together with instructions where the document must be sent subsequently

~~6)~~ **~~Additional employment data~~** ~~- we are waiting for this document to be delivered to us from Foreign Police, when the original is delivered to us, we will send it to you, and then it needs to be stored in XXX's HR folder, in case of possible control by the authorities~~

Thank you very much,