The service offer

CLIENT: **xxx**

Bratislava, January 3rd , 2023

Dear xxx,

we are pleased to present you our proposal for legal services - immigration and relocation services provided by our law office ProfiDeCon Slovakia in the Slovak Republic.

We pride ourselves on providing our clients with a professional service, a personal approach, guaranteed achievement and the highest level of confidentiality.

We appreciate the opportunity of offering our services to you and we strongly believe in your satisfaction.

Regards,

**ProfiDeCon Slovakia s.r.o., law office**

**JUDr. Patrícia Tóthová LL.M.**

**Attorney at law and Managing Partner**

Contact details

Telephone number:+421 918 884 552

E-Mail:patricia.tothova@profidecon.com

This offer is valid until 31st March 2023

INFORMATION RECEIVED AND SERVICES TO BE PROVIDED

* Client is a xxxx and is interested in services of xxxx

FEES FOR PROVIDED SERVICES

|  |
| --- |
| Single residence and work permit 1000 € |
| Residence permit for Family reunification purpose 500 € |
| Assignment ICT - Intra company transfer residence permit 1190 € |
| Traveling to Foreign Police Trnava 70 €  *(destination fee)* |
| Change of the address 270 € |

*\*All prices stated above do not include 20% VAT and additional costs. Additional costs are government fees, notarial fees, official translation fees, medical check, health insurance, postal, courier fees, etc., or distance fee in case the service is provided outside of Bratislava.*

CONFIDENTIALITY

ProfiDeCon Slovakia will treat all the data obtained from the Client as confidential and will not disclose them to the third parties without prior approval of the Client. This does not include situations when the provision of basic information is needed in order to complete the service ordered. Personal data are processed with the consent of the individual and in accordance to the Law No.18/2018 on Personal Data Processing as amended.

IMMIGRATION PROCESS OF NON-EU CITIZENS TO SLOVAKIA

NON-EU citizens can work in Slovakia based on the local contract after the single residency permit for employment purposes is issued. This permit may be granted for up to 2 years and can be extended if the holder works for the same employer. The application for residence permit may be submitted at the at the respective embassy of Slovak Republic in the home country of applicant (the possibility of obtaining a territorial exemption) or personally at the Foreign Police in Slovakia.

In case of Client, the application for single residence and work permit will be submitted personally at the Foreign police in Slovakia. The approval process of Foreign Police takes up to 30 days, as Client is a citizen of an OECD country and works for a foreign investor.

There is also possible to use the temporary residence permit for purpose of ICT = intra company transfer if there is a need to assign employee for some limited period of time from parent company to a daughter or sister company. The condition to use the ICT is that the employee is having university degree and he is on managerial or very technical position. In such case the foreigner can get the residency up to maximum 3 years, but also the documentation about assignment has to be prepared for those 3 years.

Our aim is to help to deal with the local authorities in order to obtain the required permit in Slovakia. For this purpose, we will explain the immigration process, prepare, and collect required documents, guide step-by-step through the process until permit is issued.

Immigration cases of NON-EU nationals are time and document demands. Therefore, ProfiDeCon Slovakia recommends starting the immigration process of the assignee at least a few months before the intended date of beginning of the assignment.

By the option of ICT the foreigner has to submit his application ONLY at the respective embassy of Slovak Republic. When using an embassy (consulate) as a point of residence request submission client should expect a longer administrative process by approx. 4 weeks due to usage diplomatic mail services. Slovak state agencies (foreign police) start the official approval the period after physical delivery of the request to the responsive department of the foreign police. By this case the process can take up to 4 months.

WHY TO COOPERATE WITH US

* More than 15 years of immigration consulting experience provided to local and international companies, foreign individuals who are about to enter or already operate on the Slovak market.
* We are a team of experts who know the local legislation, understand the immigration processes in detail, and carefully coordinate each step.
* As ProfiDeCon Slovakia is a law firm we usually also provide broader legal services to our clients.
* We offer a personal approach to every assignee as the process might be a sensitive period during which they require understanding and support.
* We control the entire process so our clients can concentrate on their business activities, and we ensure they are not threatened by unexpected legal or process inconveniences.
* We partner with global mobility companies with our local expertise.
* We communicate in English, German, Serbian, and Slovak language.