Drop in language from Foreign Company Name Letter and US Company Letter here. Those letters should reference achievements and education contained on CV. You may also note awards or references of awards.

**BENEFICIARY**

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

**Employment Abroad for continuous period of one year**

**Employee Name** meets the criteria of the regulation to the right for the following reasons.  **Employee Name** has been employed by **Foreign Company Name** as Executive Post for more than one year within the last three years. (List exhibits here).

This meets the criteria of paragraph ***a) as an alien who within the three years preceding the subject petition has been employed abroad for one continuous year by a qualifying organization.***

**Qualifying Organization and Relationship**

**of the overseas and U.S. company**

**Foreign Company Name** meets the criteria of a qualifying organization with a relationship to the U.S. company pursuant to the regulation to the right. **US Company Name**, a (State of incorporation/organization) limited corporation/liability company is a (affiliate/subsidiary) of **Foreign Company Name.** a (country) (type of entity). **Foreign Company Name** is a foreign legal entity that meets the definition of a parent/branch company because it is or will be doing business as an employer in the United States and at least one other country directly through a parent/branch subsidiary/affiliate for the duration of  **Employee Name**’s stay in the United States as an intra-company transferee.

**Foreign Company Name** is a parent/branch company because it is a legal entity that has subsidiary(ies)/a parent; **US Company Name** is a subsidiary/branch because it is a legal entity that is wholly owned and controlled by a parent company/wholly owns a subsidiary. [Option 2: An affiliate of a US Company because it is owned by the same owners as a US Company.]

**Foreign Company Name** was founded in (add date). (See Certificate of Incorporation of a Private Limited Company, included as Exhibit \_. The US Company Name was established in (State) in \_\_\_\_\_\_.  **US Company Name**’s By-Laws/Operating Agreement, attached as Exhibit \_\_, indicate that the **Foreign Company Name/US Company Name** is the 100% owner of the US/Foreign entity.

The Exhibits listed below meet the regulation to the right which states, “Meets exactly one of the qualifying relationships specified in the definitions of a parent, branch affiliate, or subsidiary for the duration of the alien’s stay in the United States as an intra-company transferee.”

The regulation to the right defines parent as a firm, corporation, or other legal entity which has subsidiaries.

The regulation to the right defines subsidiary as a firm, corporation, or other legal entity of which a parent owns, directly, more than half of the entity and controls the entity.

The following exhibits establish the qualifying relationship as discussed above:

Exhibit Articles of Organization or Articles of Incorporation

US holding company of US Company Name and any other entity above it;

Exhibit Certificate of Incorporation or other organizational certificate for Foreign Company Name that directly employed Employee Name and all US holding Company or other entity above it;

Exhibit Operating Agreement or By-Laws of US holding company of US Company Name and any US holding company;

Exhibit Dunn and Bradstreet certification and number US Company Name and any US holding company with a major interest in it;

Exhibit Dunn and Bradstreet certification and number of Foreign Company Name and any holding company.

Exhibit List of Owners of US Company Name and what percentage they own;

Exhibit Stock certificates or proof of ownership;

Exhibit Board Meeting Minutes regarding formation of US Company Name;

Exhibit Letter from Accountant or other financial person for US Company indicating the relationship between the US Company and Foreign Company, any other entity and shareholders, the amount of monies invested and by whom, verification of the Profit and Loss numbers and Balance Sheet numbers and the ability of the Company to pay the salary of the Employee.

**Evidence that US Company is or will be doing business in the U.S**

Exhibit Signed and dated Lease or Deed of US Company’s facility

Exhibit If leased, Letter from owner of building on letterhead with telephone number, indicating confirming the US Company is occupying the space verifying total square footage of the premises and total number of work stations/ people that the space will accommodate

Exhibit Floor plan of US Company

Exhibit USA Company Name Bank Statements for last 12 months

Exhibit USA Company taxes for last three years or inception if less than three years

Exhibit Profit and Loss Statement since start of the year

Exhibit US Company Annual Report

Exhibit Client invoices sampling

Exhibit Business Licenses, Occupancy permits, insurance policy for facility or equipment

Exhibit Federal Identification Number (FEIN)

The evidence above meets the requirement that the US company “is or will be doing business as an employer in the United States and in at least one other country directly or through a parent, branch, affiliate, or subsidiary for the duration of the alien’s stay in the United States as an intra-company transferee.”

The Exhibits listed below meet the regulation to the right which states, “Meets exactly one of the qualifying relationships specified in the definitions of a parent, branch affiliate, or subsidiary for the duration of the alien’s stay in the United States as an intra-company transferee.”

The regulation to the right defines parent as a firm, corporation, or other legal entity which has subsidiaries.

The regulation to the right defines subsidiary as a firm, corporation, or other legal entity of which a parent owns, directly, more than half of the entity and controls the entity.

The following exhibits establish the qualifying relationship as discussed above:

**Foreign Company Name Documents**

Exhibit Relevant Business Licenses for Foreign Company Name

Exhibit Letter from Foreign Company Name Accountant, auditor or appropriate government official (Name and Title) establishing

relationship between foreign and US Company, names of owners and percentages thereof, capital invested between related companies. Total number of shares issued must agree with total issued shares of Company

Exhibit Corporate minutes referring to establishment of branch company

Exhibit Foreign Company NameBusiness Plan if different from US Company’s, including five year financial projections

Exhibit Foreign Company NameOrganizational Chart

Exhibit Foreign Company NameAudited Financial Reports for last three years

Exhibit Foreign Company NameTaxes for last three years

Exhibit Profit and Loss Statement and Balance Sheet for last three years

Exhibit Foreign Company Namewebsite

Exhibit Marketing Materials

Exhibit Photographs of Foreign Company Nameincluding employees and logos, emblems or signs.

Exhibit Foreign Company Namevendor invoices sampling of ten

Exhibit Foreign Company Name client invoices sampling of ten

Exhibit Foreign Company NameBank Statements for last twelve months

Exhibit Foreign Company Namepayroll records for last twelve months

Exhibit Lease or Deed for business premises

Exhibit Address and telephone numbers for each facility

Exhibit Chart of Businesses indicating the relationship between the Foreign Company, the US Company, Holding Companies or other entities with significant interest therein.

Exhibit Stock certificates and other indicators of ownership of the Foreign Company Namethat employed Employee and any other entity that held a significant interest in it.

Exhibit 35 Organizational Chart of Foreign Company

**Employee Name’s Executive Capacity**

**Exhibit 4** Employer Support Letter from US company

**Exhibit 5** Expert Letter from Certified Accountant from US company

**Exhibit 6** Employment (service) contract

**Exhibit 17** Previous employment letter **from UK company**

**Exhibit 18** Expert Letter from Certified Accountant from UK company

**Exhibit 21** Business Plan called Information Memorandum

**Exhibit 22** Organizational Chart

**Exhibit 42** Pay records indicating employment with UK company

**Exhibit 43** Personal Tax Returns 2010 and 2009;

**Exhibit 44** P-60 for 2008-2010 indicating employment with UK

Company

**Exhibit 45** Press articles

**Employee Name’s** meeting of the criteria to the right allow him to be admitted temporarily to the United States to be employed by **Dynmark USA, L.L.C.**, a subsidiary of **Foreign Company NameName.**, the qualifying organization, to continue work in a full time capacity. The position must be executive, executive or involve specialized knowledge by beneficiary for a parent, branch, subsidiary of the United States employer to continue work in a executive capacity under the regulation to the right.

Pursuant to the regulation to the right, the term “executive capacity” means an assignment within an organization in which the employee primarily—

(1) Directs the management of the organization or a major component or function of the organization;  
(2) Establishes the goals and policies of the organization, component, or function;  
(3) Exercises wide latitude in discretionary decision-making; and  
(4) Receives only general supervision or direction from higher level executives, the board of directors, or stockholders of the organization.

Exhibit is the Employment Letter from (Company Official) which states as follows:

**Exhibit meets the criteria to the right as it clearly establishes Employee Name’s employment as Executive Post is an executive position by meeting the following criteria:**

**(1) Directs the management of the organization or a major component or function of the organization;  
(2) Establishes the goals and policies of the organization, component, or function;  
(3) Exercises wide latitude in discretionary decision-making; and  
(4) Receives only general supervision or direction from higher level executives, the board of directors, or stockholders of the organization.. 8**

Exhibit 6 is the employment agreement between US Company Name and Employee Name which also meets the criteria discussed above.

***L Visas. 101 § (a)(15)(L), 8 USC § 1101 (a)(15)(L), 8 CFR § 214.2 (l), 22 CFR § 41.54.***

*Issuance of an L-1 A Visa, Intra-Company Transferee, relevant to this petition, requires:*

*Pursuant to* ***INA §101 (a)(15)(L), 8 CFR § 214.2 (l)(1)(i) –***

*an alien who within three years preceding the subject petition has been employed abroad for one continuous year by a qualifying organization \*(see definition of qualifying organization supra);*

*may be admitted temporarily to the United States,* ***OI § 214.2 (l)(5)(ii)(B)***

*to be employed by a parent, branch, affiliate or subsidiary of the qualifying organization*

*to continue work in a full-time capacity that is managerial,* ***executive*** *or involves specialized knowledge by beneficiary for a parent, branch, subsidiary of the United States employer to continue work in a executive or executive capacity.* ***I.A. 90 § 206(a).***

***(a) QUALIFYING ORGANIZATION***

*Qualifying Organization means a United States or foreign firm, corporation, or other legal entity which:* ***8 CFR § 214.2 (l)(1)(ii)(G)***

***(a)(1) Meets exactly one of the qualifying relationships specified in the definitions of a parent, branch, affiliate, or subsidiary specified in paragraph (l)(1)(ii) of this section;***

***(a)(2) Is or will be doing business as an employer in the United States and in at least one other country directly or through a parent, branch, affiliate, or subsidiary for the duration of the alien’s stay in the United States as an intra-company transferee; and***

*Otherwise meets the requirements of Section 101 (a)(15)(L) of the Act.*

***(a)(3) Parent******means a firm, corporation, or other legal entity which has subsidiaries. 8 CFR § 214.2 (l)(1)(ii)(I). -***

***(a)(4) - Subsidiary means a firm, corporation, or other legal entity of which a parent owns, directly, more than half of the entity and controls the entity 8 CFR § 214.2 (l)(1)(ii)(k).***

***(b) EXECUTIVE CAPACITY***

*The term “executive capacity” means an assignment within an organization in which the employee primarily—*

*(1) Directs the management of the organization or a major component or function of the organization;  
(2) Establishes the goals and policies of the organization, component, or function;  
(3) Exercises wide latitude in discretionary decision-making; and  
(4) Receives only general supervision or direction from higher level executives, the board of directors, or stockholders of the organization..* **8 CFR § 214.2 (l)(1)(ii)(C).**

**CRITERIA**

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

***8 CFR § 214.2 (l)(1)(i)***

***8 CFR 214.2(o)(2)(iii)(B)***

***8 CFR 214.2(o)(2)(iii)(B)***

***8 CFR 214.2(o)(3)(iii)(B)(4)***

***8 CFR 214.2(o)(2)(iii)(B)***

***8 CFR 214.2(o)(3)(iii)(B)(4)***

***8 CFR 214.2(o)(3)(iii)(B)(3)***

***8 CFR 214.2(o)(3)(iii)(B)(5)***

***8 CFR sec. 214.2(o)(3)(iii)(B)(6)***

***8 CFR 214.2(o)(3)(iii)(B)(6)***

***8 CFR 214.2((o)(3)(iii)(B)(2) and (4)***

***8 CFR 214.2(o)(3)(iii)(B)(7)***

***8 CFR 214.2(o)(3)(iii)(B)(7)***

***8 CFR 214.2(o)(3)(iii)(B)(7)***

***8 CFR 214.2(o)(6)(iv)***

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

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**Enclosed please find the following forms and documents to support positive adjudication of this petition:**

**Attorneys checks** for I-129 $325.00, $500.00 and I-907 $1225.00 attached to **Form G-28 Notice of Appearance for Pablo Sandoval Family Foundation, Inc.**

**Form I-129 Petition for Nonimmigrant Worker**

**Form I-129 L Classification Supplement**

**Copy of Michael Sandoval’s Venezuelan Passport**

**Form I-907 Application for Premium Processing**

**Brief and Document checklist** detailing legal authorities supporting approval of this Petition.

**EVIDENCE**

**US Company Name Documents**

**Exhibit Articles of Organization or Articles of Incorporation of US Company Name and any**

**US holding company;**

**Exhibit Operating Agreement or By-Laws US holding company of US Company Name and any US holding company;**

**Exhibit Federal Identification Number (FEIN);**

**Exhibit Dunn and Bradstreet certification and number US holding company of US Company Name and any US holding company;**

**Exhibit Business Licenses, Occupancy permits, insurance policy for facility or equipment;**

**Exhibit List of Owners of US Company Name and what percentage they own;**

**Exhibit Stock certificates or proof of ownership;**

**Exhibit Board Meeting Minutes regarding formation of US Company Name;**

**Exhibit Letter from Accountant or other financial person for US Company Name**

**indicating the relationship between the US Company and Foreign Company, any other entity and shareholders, the amount of monies invested and by whom,**

**verification of the Profit and Loss numbers and Balance Sheet numbers and the**

**ability of the Company to pay the salary of the Employee;**

**Exhibit Signed and dated Lease or Deed of US Company Name’s facility;**

**Exhibit If leased, Letter from owner of building on letterhead with telephone number,**

**indicating confirming the US Company Name is occupying the space verifying total square footage of the premises and total number of work stations/ people that the space will accommodate;**

**Exhibit Floor plan of US Company Name;**

**Exhibit US Company Name Bank Statements for last 12 months;**

**Exhibit US Company Name taxes for last three years or inception if less than three years;**

**Exhibit Profit and Loss Statement since start of the year;**

**Exhibit US Company Name Annual Report;**

**Exhibit Client invoices sampling;**

***8 CFR § 214.2 (l)(1)(ii)(G)***

***8 CFR § 214.2 (l)(1)(ii)(G)***

***8 CFR § 214.2 (l)(1)(ii)(I)***

***8 CFR § 214.2 (l)(1)(ii)(k)***

***8 CFR § 214.2 (l)(1)(ii)(G) (a)(2)***

***8 CFR § 214.2 (l)(1)(i)***

***8 CFR § 214.2 (l)(1)(ii)(I)***

***8 CFR § 214.2 (l)(1)(ii)(k)***

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

June 10, 2014

Dear USCIS Examiner:

Pursuant to **Section 101 (a)(15)(L) of the Immigration and Nationality Act of 1952, 8 USC § 1101 (a)(15)(L), 137 Cong. Rec. part 2 S18247 (Nov. 16, 1991), 8 CFR § 214.2 (l), 22 CFR § 41.54,** please find the following enclosed requisite forms and documents submitted herewith, in duplicate, on behalf of our client, **Pablo Sandoval Family Foundation, Inc.**, on behalf of Michael Sandoval, a Citizen and National of Venezuela.**.** The Beneficiary is in the executive position of Director Ejecutivo (CEO) of the parent Venezuelan company, Fundación Hermanos Sandoval al Bateand is seeking an L-1A visa to hold the same position in the US for the nonprofit corporation’s affiliate in San Francisco, California.

The submitted petition is supported by substantial evidence contained in an enclosed evidence book. Each piece of evidence is numerically labeled “Exhibit 1-”. Included is evidence attesting to qualifications of the Petitioner and the Beneficiary, proving that Pablo Sandoval Family Foundation, Inc. is a United States Nonprofit Corporation and is a wholly owned subsidiary of Fundación Hermanos Sandoval al Bate **and that Michael Sandoval held his executive position for more than one year in the last three years,** satisfying the criteria defining him as an Intra-Company Transferee as defined by the criteria of **INA § 101 (a) (15)(L), and 8 CFR§ 214.2(l).**

Visa Petition

In the matter of Pablo Sandoval Family Foundation, Inc. L1-A **Visa on behalf of Michael Sandoval**

Velie Law Firm, PLLC, 401 West Main Street, Suite 300, Norman, OK 73069

June 10, 2014

(Insert Photo into cover)

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**CRITERIA**

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

***CFR § 214.2 (l)(1)(ii)(C).***

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

(

Insert photo of Employee here

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**BENEFICIARY**

Company logo or picture of facility

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**PETITIONER—FOREIGN COMPANY**

**Drop in language from Foreign letter and Business Plan here, use language from company websites or marketing materials to provide background, discuss ownership, relationship to US Company, revenues and profits and need to do business in US**

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**CONCLUSION**

Based upon the evidence submitted by **US Company Name,** a wholly owned subsidiary/affiliate of **Foreign Company Name,** a company organized under the laws of Company Country Name that qualifies as a multinational organization seeks an **L-1A visa for Employee Name**.  **Employee Name** meets the criteria of a multinational executive or manager. **Employee Name** worked for one continuous year abroad before seeking transference to US Company Name pursuant to the L-1A category.  **Employee Name’s** transfer to the United States company is for full time employment in a executive capacity. Pursuant to the governing regulations for the L-1 intra-company transferee, **US Company Name** requests that an L-1A visa be issued for  **Employee Name.**

Respectfully Submitted,

Jon Velie

Attorney for Petitioner

**LEGAL DISCUSSION AND RECITATION OF AUTHORITIES**

**RE:** **I-129 L-1A Visa Petition For Intra-Company**

**Transferee in the Executive Position of Position Title.**

**Petitioner: Pablo Sandoval Family Foundation, Inc.**

**Beneficiary: Michael Sandoval,** a Citizen and National of Venezuela.

**United States Department of Homeland Security**

**United States Citizenship and Immigration Service**

**­­­­­­­­­­­­­­­­­­­­­­California Service Center**

**ATTN: I-129**

**24000 Avila Road**

**2nd Floor, Room 2312**

**Laguna Niguel, CA 92677**

Drop in company logo here

Exhibit Vendor invoices sampling;

Exhibit Marketing materials;

Exhibit US Company Name website;

Exhibit Photographs of US Company Name including employees and logos, emblems or signs;

Exhibit Addresses, direction and telephone numbers for each facility;

Exhibit US Company Name Organizational Chart;

Exhibit List of US Company Name employees by name, title, duties with wage or salary paid to each;

Exhibit Payroll Records for US Company Name for past 12 months;

Exhibit Business Plan with five year financial projections.

**Foreign Company Name Documents**

Exhibit Certificate of Incorporation or other organizational certificate for Foreign

Company that directly employed Employee and all Holding Company or other entity above it;

Exhibit Dunn and Bradstreet certification number;

Exhibit Relevant Business Licenses for Foreign Company Name;

Exhibit Letter from Foreign Company Name Accountant, auditor or appropriate

government official (Name and Title) establishing relationship between foreign and US Company, names of owners and percentages thereof, capital invested between related companies. Total number of shares issued must agree with total issued shares of Company;

Exhibit Corporate minutes referring to establishment of branch company;

Exhibit Foreign Company Name Business Plan if different from US Company’s,

including five year financial projections;

Exhibit Foreign Company Name Organizational Chart;

Exhibit Foreign Company Name Audited Financial Reports for last three years;

Exhibit Foreign Company Name Taxes for last three years;

Exhibit Profit and Loss Statement and Balance Sheet for last three years;

Exhibit Foreign Company Name website;

Exhibit Marketing Materials;

Exhibit Photographs of Foreign Company Name including employees and logos,

emblems or signs;

Exhibit Foreign Company Name vendor invoices (sampling of ten);

Exhibit Foreign Company Name client invoices (sampling of ten);

Exhibit Foreign Company Name Bank Statements for last twelve months;

Exhibit Foreign Company Name payroll records for last twelve months;

Exhibit Lease or Deed for business premises;

Exhibit Address and telephone numbers for each facility;

Exhibit Chart of Businesses indicating the relationship between the Foreign Company Name, the US Company Name, Holding Companies or other entities with

significant interest therein;

Exhibit Stock certificates and other indicators of ownership of the Foreign Company Name that employed Employee and any other entity that held a significant

interest in it;

Exhibit 35 Organizational Chart of Foreign Company Name;

**Beneficiary**

Exhibit Letter from Foreign Company Name detailing the executive position of Executive Post held by the Employee, the duties of the position and the percentage of time each duty entails, the date Employee took the position, the positions Employee supervised, the positions Employee was subordinate to, the salary of Employee;

Exhibit Letter from US Company Name detailing the executive position of Executive Post in the US is an executive position, the duties of the Executive Post and the percentage of time each duty entails, the positions the Employee will supervise, the positions the Employee will be subordinate to, the salary of the Employee, the term of the stint with the US Company Name, why the duties will be temporary, where the Employee will be transferred upon completion of the temporary services in the US;

Exhibit Payment records from Foreign Company Name for past 12 months;

Exhibit Personal Tax Returns for last three years;

Exhibit Governmental tax form indicating employment with Foreign Company Name for one full year within last three years;

Exhibit Press articles about Employee as Executive Post (if any, sampling of 3-5);

Exhibit Foreign Company Name press releases, marketing materials or contracts

indicating Employee in Executive Post, (if any, sampling of 5);

Exhibit Employment contract between US Company Name and Employee;

Exhibit Employment contract between Foreign Company Name and Employee.

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

Drop in Photograph of Company facilities here

Drop in Photograph of Company facilities here

Company logo or picture of facility

**Velie Law Firm, PLLC**

**401 W Main Street, Suite 310 Norman, Oklahoma 73069 405-310-4333**

**PETITIONER-US COMPANY**

**Drop in language from US Company letter and Business Plan here, use language from company websites or marketing materials to provide background, discuss ownership, revenues and profits and temporary need for foreign executive**

Statistical graph or other eye grabbing icon

Industy pic

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**INDUSTRY**

**Drop in language from Business Plan indicating the industry here with Company’s plan to . Use charts and graphs for pop.**