

Annual plan

S. N	Type of works	Activities	Document list	Place of work	Date	responsibility	remark
					DD/MM/YY		
1	Document Authentication	Authenticate the document	Original authenticated document	<u>Ministry of Foreign Affairs</u>			For new comers
2.	<u>Equivalence letter</u>	Document preparation	<ul style="list-style-type: none"> • Authenticated Document • Official letter (from soddoo) • Passport • Renewal professional license • Grade transcript • HERQA form • Delegation and ID (Keble & work) • Business License • COC • Bank slip 	HERQA (Shiro Meda, In front of America Embassy,)			For new comers
		Apply online					
		Submit document					
3.	Support Letter	Document preparation	<ul style="list-style-type: none"> ➤ Official letter ➤ Format of support letter ➤ Business license ➤ COC ➤ BUSINESS Registration 	SCH Office	26/06/2025	Bethel	For new comers and resident
		Traveling to Jinka		Jinka	27/06/2025	Bethel	

			<ul style="list-style-type: none"> ➤ Tin Number ➤ Delegation & ID KEBLE & WORK 				
	New work permit	Document arrangement Apply online Submit document New License	<ul style="list-style-type: none"> • Application letter (letter from soddo and Ministry of Labor and Skill form 4*copy (additional form 3*copy)) • Visa (visa and entry date on passport) • Educational document • Contract employee agreement • Support letter (South region and MOH) • Delegation and ID (Keble & work) • Passport • Photo 2pcs • Business License • COC • Business Registration • Tin Number • Business Registration • Tin Number • Bank slip 	SCH Office SCH Office Ministry of labor and skill Ministry of labor and skill		Bethel	For new comers
	New residence ID	Document Arrangement Submit document Payment appointment Pick ID	<ul style="list-style-type: none"> • Electronic visa • Entry date from passport • Photo with immigration form • Id form • Official letter (soddo) • Support letter (south region) • Work permit • Passport • Photo • Business license • COC • BUSINESS Registration • Tin Number 	SCH Office Immigration Immigration Immigration		Bethel	For new comers

			<ul style="list-style-type: none"> • Delegation & ID KEBLE & WORK ✓ <u>For wife & child</u> • (Authenticated birth and marriage certificate, copy work permit, official letter listed the name of wife and children and all document Copy) • 				
4	Renewal work permit for Joy Elizabeth	Document arrangement	<ul style="list-style-type: none"> • Application letter (letter from soddoo and Ministry of Labor and Skill form) • Contract employee agreement • Support letter (South region and MOH) • Delegation and ID (Keble & work) • Visa (Work Permit & Residence ID) • Passport • Business License • COC • Business Registration • Tin Number • 1500 br bank slip 	SCH Office	30/06/2025	Bethel	01-08-2025
		Apply online		SCH Office	30/06/2025	Bethel	
		Submit document		Labor Office	05/07/2025	Bethel	
		Renew License		Labor office	05/07/2025	Bethel	
	Renew Residence ID for Joy Elizabeth	Document Arrangement	<ul style="list-style-type: none"> • ICS form • Official letter from soddoo • For children they need their current photo • Passport copy • Residence ID • Work permit • Support letter from SNNP • (For dependent (marriage certificate) • Business license • COC • BUSINESS Registration • Tin Number • Delegation with ID (Keble and Work) 	SCH Office	05/07/2025	Bethel	01/08/25
		Submit document		Immigration	06/07/2025	Bethel	
		Payment appointment		Immigration	13/07/2025	Bethel	
		Pick ID		Immigration	20/07/2025	Bethel	

5	Renewal work permit for Adam Yates and Michelle Deanna	Document arrangement	The same with Joy Elizabeth	SCH Office	06/07/2025	Bethel	07-08-25
		Apply online		SCH Office	07/07/2025	Bethel	
		Submit document		Labor Office	11/07/2025	Bethel	
		Renew License		Labor office	11/07/2025	Bethel	
	Renew Residence ID for Adam Yates and Michelle Deanna	Document Arrangement	The same with Joy Elizabeth	SCH Office	11/07/2025	Bethel	
		Submit document		Immigration	12/07/2025	Bethel	07-08-25
		Payment appointment		Immigration	19/07/2025	Bethel	
		Pick ID		Immigration	26/7/2025	Bethel	
		Pick ID		Immigration	26/07/2025	Bethel	
	Renew Residence ID for Adam Kids (3)	Document Arrangement	<ul style="list-style-type: none"> • ICS form • For children they need their current photo • Passport copy • Residence ID • Work permit • Renewed residence ID • (birth certificate for kids) • Business license • COC • BUSINESS Registration • Tin Number • Delegation with ID (Keble and Work) 	Immigration	26/07/2025	Bethel	
		Submit document		Immigration	26/07/2025	Bethel	
		Payment appointment		Immigration	03/08/2025	Bethel	
		Pick ID		Immigration	09/08/2025	Bethel	
	Renewal work permit for Rachel Cobos	Document arrangement	The same with Joy Elizabeth	SCH Office	12/07/2025	Bethel	13/08/25
		Apply online		SCH Office	12/07/2025	Bethel	
		Submit document		Labor Office	17/07/2025	Bethel	
		Renew License		Labor office	17/07/2025	Bethel	

6	Renew Residence ID for Rachel Cobos	Document Arrangement	The same with Joy Elizabeth	SCH Office	17/07/2025	Bethel	13/08/25
		Submit document		Immigration	18/07/2025	Bethel	
		Payment appointment		Immigration	25/07/2025	Bethel	
		Pick ID		Immigration	02/08/2025	Bethel	
	Renew Residence ID for Rachel Cobos husband and kids	Document Arrangement	<ul style="list-style-type: none"> ICS form For children they need their current photo Passport copy Residence ID Work permit Renewed residence ID (For dependent (marriage certificate for her husband and birth certificate for kids) Business license COC BUSINESS Registration Tin Number Delegation with ID (Keble and Work) 	Immigration	02/08/2025	Bethel	
		Submit document		Immigration	02/08/2025	Bethel	
		Payment appointment		Immigration	09/08/2025	Bethel	
		Pick ID		Immigration	16/08/2025	Bethel	
7	Support letter	Document preparation	<ul style="list-style-type: none"> ➤ Official letter ➤ Format of support letter ➤ Business license ➤ COC ➤ BUSINESS Registration ➤ Tin Number 	SCH Office	26/06/2025	Bethel	
		Traveling to Jinka		Jinka	27/06/2025	Bethel	
	Renewal work permit for Mark Thomas	Document arrangement	The same with Joy Elizabeth	SCH Office	15/08/2025	Bethel	16-09-25
		Apply online		SCH Office	15/08/2025	Bethel	
		Submit document		Labor Office	20/08/2025	Bethel	
		Renew License		Labor office	20/08/2025	Bethel	

8	Renew Residence ID for Mark Thomas	Document Arrangement	The same with Joy Elizabeth	SCH Office	21/08/2025	Bethel	16-09-25
		Submit document		Immigration	21/08/2025	Bethel	
		Payment appointment		Immigration	28/08/2025	Bethel	
		Pick ID		Immigration	05/09/2025	Bethel	
	Renew Residence ID for Mark Thomas wife Alice	Document Arrangement	<ul style="list-style-type: none"> ICS form For children they need their current photo Passport copy Residence ID Work permit Renewed residence ID (For dependent marriage certificate for his wife) Business license COC BUSINESS Registration Tin Number Delegation with ID (Keble and Work) 	Immigration	05/09/2025	Bethel	16-09-25
		Submit document		Immigration	05/09/2025	Bethel	
		Payment appointment		Immigration	12/09/2025	Bethel	
		Pick ID		Immigration	19/09/2025	Bethel	
9	Renewal work permit for Ellisa Anne	Document arrangement	The same with Joy Elizabeth	SCH Office	18/07/2025	Bethel	19-09-25
		Apply online		SCH Office	18/07/2025	Bethel	
		Submit document		Labor Office	25/07/2025	Bethel	
		Renew License		Labor office	25/07/2025	Bethel	
	Renew Residence ID for Ellisa Anne	Document Arrangement	The same with Joy Elizabeth	SCH Office	26/07/2025	Bethel	19-09-25
		Submit document		Immigration	26/07/2025	Bethel	
		Payment appointment		Immigration	03/08/2025	Bethel	

		Pick ID		Immigration	10/08/2025	Bethel	
10	Renewal work permit for Timothy love	Document arrangement	The same with Joy Elizabeth	SCH Office	12/07/2025	Bethel	
		Apply online		SCH Office	12/07/2025	Bethel	
		Submit document		Labor Office	17/07/2025	Bethel	
		Renew License		Labor office	17/07/2025	Bethel	
	Renew Residence ID for Timothy love	Document Arrangement	The same with Joy Elizabeth	SCH Office	17/07/2025	Bethel	10-10-25
		Submit document		Immigration	18/07/2025	Bethel	
		Payment appointment		Immigration	25/07/2025	Bethel	
		Pick ID		Immigration	02/08/2025	Bethel	
	Renew Residence ID for Timothy love wife and kids	Document Arrangement	<ul style="list-style-type: none"> • ICS form • For children they need their current photo • Passport copy • Residence ID • Work permit • Renewed residence ID • (For dependent marriage certificate for his wife and birth certificate for kids) • Business license • COC • BUSINESS Registration • Tin Number • Delegation with ID (Keble and Work) 	Immigration	02/08/2025	Bethel	10-10-25
		Submit document		Immigration	02/08/2025	Bethel	
		Payment appointment		Immigration	09/08/2025	Bethel	
		Pick ID		Immigration	16/08/2025	Bethel	
	Renewal work permit for David and Sonja	Document arrangement	The same with Joy Elizabeth	SCH Office	01/10/2025	Bethel	02/11/25
		Apply online		SCH Office	01/10/2025	Bethel	
		Submit document		Labor Office	06/10/2025	Bethel	

11		Renew License		Labor office	06/10/2025	Bethel	
	Renew Residence ID for David and Sonja	Document Arrangement	The same with Joy Elizabeth	SCH Office	07/10/2025	Bethel	02/11/25
		Submit document		Immigration	07/10/2025	Bethel	
		Payment appointment		Immigration	14/10/2025	Bethel	
		Pick ID		Immigration	21/10/2025	Bethel	
	Renew Residence ID for David and Sonja kids	Document Arrangement	<ul style="list-style-type: none"> • ICS form • For children they need their current photo • Passport copy • Residence ID • Work permit • Renewed residence ID • (For dependent birth certificate for kids) • Business license • COC • BUSINESS Registration • Tin Number • Delegation with ID (Keble and Work) 	Immigration	21/10/2025	Bethel	
		Submit document		Immigration	21/10/2025	Bethel	
		Payment appointment		Immigration	28/10/2025	Bethel	
		Pick ID		Immigration	05/11/2025	Bethel	
12	Renewal work permit for Nathan Michel	Document arrangement	The same with Joy Elizabeth	SCH Office	17/10/2025	Bethel	
		Apply online		SCH Office	17/10/2025	Bethel	
		Submit document		Labor Office	22/10/2025	Bethel	
		Renew License		Labor office	22/10/2025	Bethel	
	Renew Residence ID for Nathan Michel	Document Arrangement	The same with Joy Elizabeth	SCH Office	23/10/2025	Bethel	18-11-25
		Submit document		Immigration	23/10/2025	Bethel	
		Payment appointment		Immigration	30/10/2025	Bethel	
		Pick ID		Immigration	07/11/2025	Bethel	

	Renew Residence ID for Nathan wife Cheryl Ross	Document Arrangement	<ul style="list-style-type: none"> • ICS form • For children they need their current photo • Passport copy • Residence ID • Work permit • Renewed residence ID • (For dependent marriage certificate for his wife) • Business license • COC • BUSINESS Registration • Tin Number • Delegation with ID (Keble and Work) 	Immigration	07/11/2025	Bethel	18-11-25
		Submit document		Immigration	14/11/2025	Bethel	
		Payment appointment		Immigration	21/11/2025	Bethel	
		Pick ID		Immigration	28/11/2025	Bethel	
13.	Renew car bolo	inspection	Librae	Vichicle Inspection station	02/12/2025	Bethel	
		Road Fund	Inspection result Librae Bank slip Delegation with ID	Post office	03/12/2025	Bethel	
		Insurance		Birhan Insurance		Bethel	
		Road Transport	Inspection result Librae Bank slip of road fund Insurance Road fund Delegation with ID	Road transport lideta branch	13/12/2025		
14.	Company registration	Document preparation	<ul style="list-style-type: none"> ➤ Official letter ➤ Business license ➤ COC ➤ BUSINESS Registration 	Sch office	23/01/2025	Bethel	
		Apply online		Sch office			

		Approved the registration	➤ Tin Number Delegation &ID (KEBLE & WORK)	immigration			