

# RESIDENCE PERMIT OF ITALY. OPENING A COMPANY`S REPRESENTATIVE OFFICE

Terms of residence permit obtaining | Program features | Stage of residence permit obtaining and required documents

# Overview of the program

## Residence permit by opening a representative office of a foreign company in Italy

We assist in opening a representative office of **an existing company** in Italy, and further arrange a **D type work visa** for the head of a representative office and then apply for a **residence permit** of Italy.

The company's representative office may be engaged only in information gathering activities, such as **sourcing, marketing and advertising activities** for promoting goods and services, **market research**, etc.

# Benefits of opening a representative office



## Residence permit eligibility

Head of a representative office is eligible to obtain a residence permit



## Family reunification

Family members may reunite and obtain a residence permit with right of employment



## Remote procedure

Most of pre-application procedures are effectuated in Italy with a notarized power of attorney where client's physical presence is not required



# Benefits of opening a representative office



## Visa-free traveling

Opportunity to travel visa-free in the European union



## Life in Italy

Access to healthcare and education



## Residence permit for 1 year

With an option to extend it for 2 years unlimited number of times thereafter



## Permanent residence in 5 years, citizenship in 10 years

Direct way to obtain Italian citizenship with Italian residence permit



# Residence permit for a foreign company representative

**25.000 EURO**

Residence permit processing cost

- Notary`s services in Italy
- Translation and certification of documents in a consulate of Italy
- Collecting and preparing documents
- Submitting applications and registering a representative office (fees and charges)
- Support throughout all stages of residence permit processing





## Requirements to the company and its CEO

**The company and the company's representative shall comply with certain requirements**

The parent company has been operating for **more than 1 year**

A head of the company's representative office in Italy **is not CEO** of the parent company (but they may be a founder)

A head of the company's representative office in Italy shall have **at least 6 months of employment history** in the **parent company**

# Stages of a residence permit obtaining for opening a representative office

## 1 Preparing documents

Preparing documents and sending them to our lawyer in Italy  
Making a notarized power of attorney for our lawyer in Italy (to be made in the country of applying)

## 2 Registering and opening a representative office

Processing documents for opening a representative office and opening it  
Drawing up a labour contract for the representative  
A lawyer arranges a short-term accommodation rent

## 3 Obtaining a permit to enter Italy

Our lawyer in Italy will collect and submit the set of required documents

## 4 Obtaining visa D, applying for residence permit

The full set of documents is sent to the client  
Applying for and obtaining D visa at an Italian consulate, and coming to Italy to apply for residence permit

## 5 Final procedures before opening a representative office

It is required to obtain a tax number, open a current account and to perform some other steps to complete the procedure of opening representative office



## 1

## List of necessary documents

### A list of required documents

- Extract from the Unified State Register of Legal Entities
- Certificate of registration with a tax authority
- Certificate of state registration of a legal entity
- Decision on opening a representative office in Italy
- Order on appointment of a head of the representative office
- Representative's power of attorney for a notary in Italy
- Regulation on the representative office in Italy
- Copy of foreign passports of the head of the representative office, CEO and founder of the parent company
- Balance sheet for the previous year (upon request)
- The parent company's charter (upon request)



# 1

## Preparation of documents for a residence permit

A lawyer in Italy under a power of attorney

### Documents of the representative office's head

- Documents proving income earned during the previous tax period in the country of residence
- Proof of residence in Italy (ownership of real estate or long-term rental agreement)
- Italian tax code

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- All documents are to be translated into Italian and certified by a consulate
  - All documents shall be handed over to our lawyer in Italy, who will handle the procedure of opening a business



# 2

## Registering and opening a representative office

A lawyer in Italy under a power of attorney

### Procedures for opening a representative office

- Registration of a legal address
- Obtaining a tax code (Codice Fiscale)
- Registration of an electronic signature (Firma Digitale)
- Submission of information on opening a representative office to the Registry of Economic and Administrative Information (REA)
- Receiving an e-statement on registration of a representative office (La Visura Camerale)

A head of the parent company then draws up a labour contract and sends a representative to Italy. The contract shall be certified by the Labor Directorate of applicable province (Direzione Provinciale del Lavoro)



# 3

## Obtaining a permit to enter Italy

A lawyer in Italy under a power of attorney

### Documents for obtaining Nulla Osta

- Statement of registration of a representative office (La Visura Camerale) issued within the last 6 months
- Copy of the labor contract
- A document issued by the labour inspectorate of Italian Bureau of Labor (DPL) confirming that the labour contract does not imply employment
- Copy of the applicant's foreign passport
- A statement that remuneration for the representative's work will exceed the minimum level provided for by the Italian legislation (a minimum of 8,400 euros per year)
- Documents proving accommodation in Italy





# 4

## Documents handover to the client and obtaining D visa

After all the required documents are processed, the originals are handed over to the client for D visa processing at the consulate of Italy in the country of applying.

The duration of D visa processing in a consulate depends on the priority queue and availability of appointment slots.

After receiving visa approval, the representative visits Italy, where they submit documents for a residence permit (Permesso di Soggiorno) not later than 8 business days after first entering the country.



# 5

## Final steps

**After the representative obtains a residence permit and arrives in Italy, they are required to:**

- obtain a personal VAT number (Partita IVA);
- submit a request to the Chamber of Commerce (Camera di Commercio);
- register with a pension fund (INPS - Istituto Nazionale della Previdenza Sociale).



### 6 months

Approximate processing time from preparation of documents and a power of attorney to applying for a residence permit

# Bank account opening and family reunification

If an applicant intends to open a bank account in Italy and bring their family members to the country, they shall first have **Italian residence registration**. For this purpose, it is necessary to **purchase real estate** or conclude a **long-term rental agreement**.

Having been registered, an applicant is able to open bank accounts in Italy and submit a request for family reunification. The request shall be sent after the main applicant receives a residence permit.

However, such requests can take quite a long time to be processed and family reunification can take as much as **1 year**.

The easiest and fastest scenario is for **family members to arrive on a tourist visa**.

In this case, the whole family applies for a residence permit in Italy together **at the same time as the main applicant**.



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