

# Settling-In/Relocation Guide Destination Services

Germany



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This guide has been developed as a guide you may require during your assignment. To verify your specific entitlements, please check with project management or submit an inquiry at [myRequests](#) before proceeding.

# About Germany



In this space include key information about the country, for example leadership, capital, currency, language, population, etc.



## Leadership

Head of State: Mr. Joachim Gauck

Head of Government:

Dr. Angela Merkel



## Language

German



## Capital

Berlin



## Population

80.2 million



## Currency

Euro (€)



## Religions

Protestant 34%; Roman Catholic 34%;  
Muslim 3.7%; other or unaffiliated 28.3%

# Accommodations



## Hotels

Learn about the [Global Hotel Program](#) and [book a hotel here](#).



## Extended Stay Hotels

These are ideal options if you are looking for furnished accommodations with a kitchen yet do not want to commit to an apartment lease.

In Germany we have negotiated rates with Derag Living Hotels, which can be found on our [ASG Travel Hub](#).



## Utilities

You will be given two options while relocating to Germany on the GCP assignment as given below.

**Option 1:** You can reach out to the vendor, appointed by Accenture, to get assistance in finding a suitable accommodation in Germany even before your arrival. Please note that the vendor will provide you with three options of rented apartment and will help you in fixing the accommodation based on your choice. You will not be able to physically visit the place as this service would be provided by the vendor while you are still in India. This would ensure immediate availability of accommodation on your arrival in Germany. Fees for the service rendered by the vendor will be borne by GCP. However any cost related to long term accommodation like brokerage, etc. would need to be borne by the employee.

**Option 2:** You will be provided with 14 days of accommodation amounting to a maximum of €1500. If you exercise this option, then GCP will assist you with the initial 14 days of accommodation and the responsibility of finding the long term accommodation will lie with you.

Accommodation costs usually include:

- The monthly lease costs
- A one-time deposit to the landlord of approx. three months lease costs which has to be paid when moving in and will be paid back when moving out
- A one-time broker's commission of approx. two months lease costs, in case the apartment has been found via agency

# General Information



## Bank Accounts

It is recommended that you research local banks and choose the one that best suits your needs. You may want to seek help from a friend or co-worker with this decision. If you open a checking account, you will be able to pay bills by check. You can also give money to a friend by check, or pay for purchases in some stores or restaurants. You need to set up a bank account in Germany to be able to receive your salary. You can visit any bank of your choice and tell them you are working and living in Germany and you wish to open a salary account ("Gehaltskonto"). As soon as you have opened up your bank account please send an e-mail with all details to [GCP.HR.Germany@accenture.com](mailto:GCP.HR.Germany@accenture.com) and [payroll.germany@accenture.com](mailto:payroll.germany@accenture.com)



## Medical Services

In case of an emergency please call in Germany with a landline Phone **110 for the Police** and **112 for the Fire Department or Medical Care**.

The telephone number 112 works also through GSM mobile phone networks. It does not necessarily work on mobile phone networks based on other technologies. The following side gives you details about health issues and important emergency information. Within the section "Doctors/ Hospital" you can search for a doctor nearby: <http://www.medknowledge.de/germany/>



## Schools

German schooling is based on nine years of compulsory education for all children. Attendance of all government schools is free of charge. Lessons in German schools tend to be in the mornings but the Federal Government supports the creation of all-day schools. If you are interested in education your children in English or other languages you need to get a place at a private school, which is rather expensive. For further information on schooling please refer to the links below.

<http://www.howtogermany.com/pages/germanschools.html>

<http://www.howtogermany.com/pages/internationalschools.html>

<http://www.agis-schools.org/agis>

# General Information



## Shopping guide

When travelling through Germany you will quickly notice that the food changes as much as the landscape itself. Every region has got its own specialties that encompass a wide variety of seafood, poultry, vegetable and meat and of course cakes in all styles.



## Telephone Services

Accenture provide you with a company mobile phone if a business reason exists. If you would like to get your personal mobile phone there are four big providers in Germany with shops in all cities:

O2, Vodafone, T-Mobile, E-Plus.

You can choose between a contract together with a new cell phone or a prepaid card which you can probably use with your private mobile phone from home. If your current phone works abroad, then we recommend buying only the local SIM card or if not then rent a phone or buy a cell phone and a SIM



## Discount Directory

Accenture's suppliers sometimes offer personal discounts for products and services. These discounts are highlighted in our [Personal Discount Directory](#). Please use this link to access the Accenture discount directory, for Germany. You can find discounts for various services and shops, which you are entitled to for the duration of your GCP assignment.

<https://accenture.mitarbeiterangebote.de/start/index.php?page=home>

# Transportation



## Rental Cars

Accenture has negotiated rates with Sixt and Avis. [Click here](#) for information on car rental rates and insurance. Please note that our negotiated rental car rates are only for business purposes.

Insurance is included in Accenture's negotiated rates in most countries. Check the applicable country rate supplement and/or [insurance coverage document](#) to verify coverage in the country where you will be renting. Insurance coverage, as well as the level of strictness to which damages are assessed, varies widely. Use this section to add other local rental agency details.



## Car Services

Vehicles can be driven in Germany only on a valid home country or international driving licence. Different types of licences exist depending on the vehicle (e.g. whether it is a car, motorbike or lorry). Your international driving permit issued in your home Country is valid for 6 months in Germany from the day of your arrival in Germany.

After six months you are not allowed to drive anymore and you have to own a German driving license. This requires you to perform a written theoretical as well as practical driving test. In addition first aid course and eye test need to be completed. The costs will be approx. EUR 800. Please note that most of the driving schools do their lectures and tests in German only. You can contact any driving school to receive further information. Through the below link you can find driving schools all over Germany: <http://www.fahrschulen.de/> (in German)



## Local/Public Transportation

Frankfurt (RMV) [www.rmv.de](http://www.rmv.de)

Düsseldorf (VRR) [www.vrr.de](http://www.vrr.de)

Munich (MVG) [www.mvg-muenchen.de](http://www.mvg-muenchen.de)

Stuttgart (VVS) [www.vvs.de](http://www.vvs.de)

# Reference Material

Germany Policy Briefing Deck – received from IDC HR Team

GCP Sharepoint – here you can find all relevant information for your stay in Germany, including a “German Info Pack” with more detailed information:

[https://ts.accenture.com/sites/GCP\\_HR\\_Switzerland/SitePages/Home.aspx](https://ts.accenture.com/sites/GCP_HR_Switzerland/SitePages/Home.aspx)



# Reference Material



## Living Abroad

Assignees, business travelers and families—whether relocating for an assignment or traveling frequently—have full-time, unlimited access to the premier information source for comprehensive country-specific topics. Choose your destination and find helpful information on topics such as business issues, public transportation, driving, social life, housing, schools, etc.



## GlobeSmart

Expand your understanding of cultures around the world. Learn about business protocol, culture and customs, travel, names and phrases, etc. When initially accessing the link to GlobeSmart, please register as a new user. You will receive a password through email. You must use your accenture.com email address to register.

# Reference Material

## People Directory and People Mobility

- 1 Update your [Accenture People Directory profile](#) with your new contact information.
- 2 Employees should visit the [Passport and Visa Information](#) page of the Accenture Portal to determine if People Mobility services are required for their travel *before* submitting an initiation.
- 3 Use [MyRequests](#) to submit and check the status of inquiries online at any time.  
  
Use [RMS Connect](#) to initiate People Mobility services or for manager approval of cross-border travel.
- 4 You can find answers to many of your cross-border assignment questions on the [Global Mobility and Relocation Navigator](#), which contains FAQs, policy information and a variety of online resources.
- 5 [Contact People Mobility Services here.](#)

# Reference Material



## New Joiner Hub

The [new joiner hub](#) is a one stop shop for New Joiners, International Transfers and Global Careers Program (GCP) employees.

### The Hub covers:

**First Day Paperwork / Personnel Set-Up:** *forms can be found on the [Career Launch Portal](#) in your “Task List” and should be completed on your start day. Please visit your “Task List” to complete any outstanding tasks as soon as possible.*



### Orientation Materials:

- [Accenture’s Business and Organization](#)
- [Accenture’s Culture and Core Values](#)
- [Total Rewards](#)
- [Time and Expense Reporting](#)
- [myScheduling](#)
- [Managing your Career](#)
- [Collaboration and Networking](#)
- [Inclusion and Diversity](#)
- [Technology Enablement](#)

# Reference Material

## International Business Travel and Medical Insurance program

This program covers you:



During the Relocation Process: From the time you leave your home country to the time you start your temporary transfer in the host location, you (and any approved accompanying dependents) are covered.



During an International Business/Training Trip or Approved Fly Backs: From the time you leave your host location to the time you return, for any international business/ training, or approved fly back, you (and any approved accompanying dependents) are covered.



During the Repatriation Process: From the time you leave your host location to the time you return to your home country, you (and any approved accompanying dependents) are covered.

(Continued on next page)

# Reference Material

## International Business Travel and Medical Insurance program

For more on the International Business Travel and Medical Insurance, [visit the Travel Hub on the Portal > Corporate Services > Travel and Meetings > Security, Health & Insurance](#)



### **Important!**

This program does not cover you starting from your GCP assignment start date and throughout assignment duration in the host location, where host country benefits apply.

For more on host country benefits, please review the Global Careers Program Information Pack provided during orientation.

# Reference Material



## Safety & Security

Knowing the rules for sharing and protecting Accenture's confidential data and that of our clients is everyone's responsibility, especially today when security threats are on the rise. Visit [Protecting Accenture](#) to learn more.



Personal safety is also very important within Accenture. Review the [Security, Health & Insurance resources](#) on the Travel Hub.



For urgent security matters call the Accenture Security Operations Center (ASOC) hotline at:

1-202-728-0645 (24-hour service staffed by a security professional; collect calls accepted).

For non-urgent matters, email [asset\\_protection@accenture.com](mailto:asset_protection@accenture.com) or call 1-202-533-1161.