

RELOCATION EXPENSES COVERED BY EMPLOYER

Total relocation budget up to 4100 EUR per family includes:

- **Up to 2100 EUR for documentation:**
 - State fee for document examination submitted for requesting residence permit/EU Blue Card within 5 business days + consular fee (in case documents are submitted through Latvian embassy abroad)
 - Document sending from embassy abroad to OCMA in Riga (diplomatic post/courier) in cases when documents for residence permit are submitted through Latvian embassy abroad
- **Up to 1500 EUR for travel related costs¹:**
 - One-way tickets to Riga (bus, plain, train, ferry)² or gasoline expenses (in cases when international employee relocates by car)
 - One-way ticket (bus, plain, train, ferry) for pet transportation³
 - Transfer to/from airport/station/port
 - Movers (up-to 2000 kg as per Job Offer)⁴
 - Medical travel insurance required to receive long-term entry visa (D-type visa) – if required
 - State fee for long-term entry visa (D-type visa) – if required
- **Up to 500 EUR for other expenses⁵:**
 - Travelling (public transport, taxi) from place of residence to/from Latvian embassy in the country of residence⁶ or to/from OCMA in case documents are submitted in Latvia
 - Fee for issue of Certificate of (non)Convictions
 - Notary expenses (notarized copies of documents needed for Sponsorship Request)
 - Document authentication (legalisation/Apostille certification)
 - Translation costs
 - Courier expenses for sending documents to Latvia
 - Document photo

¹ + 1000 EUR for residents of Novosibirsk and other pre-agreed locations (China, India, Philippines) to cover additional travel expenses.

² Employer does-not cover one-way tickets to Riga in business class. Expenses are subject to pre-approval.

³ Employer does-not cover following expenses that might be connected with pet transportation: vaccination, EU passport issue, chip, transportation cage, quarantine period.

⁴ Expenses are subject to pre-approval.

⁵ Including expenses reserved for exceptions (country specifics). For example, issue of Military Record or request exit permit from country – a must have before a person can leave the country (specifics of Uzbekistan).

⁶ Travelling to other country than the country of residence to submit documents for residence permit is not covered by Employer.

- State fee for issue of Latvian ID card (residence permit) within 2 business days
- State fee for declaration of one's place of residence in Latvia
- Tuberculosis test (chest x-ray) and/or visiting pediatric (for children instead of chest x-ray) required to receive Latvian ID card at OCMA and/or maternity consultation at *Rīgas Dzemdību Nams* (for pregnant spouses instead of chest x-ray)
- Foreigner Health insurance required for OCMA⁷

Above mentioned expenses for relocation of international employee will be reimbursed if:

- Proofs of relocation expenses (checks, invoices etc.) **will be submitted to Accounting by international employee within one month from employee's starting date at the company.**

If international employee fails to submit Expense Report to Accounting within one month from his/her starting date at the company, relocation expenses won't be reimbursed.

⁷ Arranged by Employer in advance.