

URUGUAY		<b>Prior to Travelling to Uruguay :-</b>
Short Term < 30 days	1	Contact your location FDFU to complete the Overseas Deputation Formalities:- (i) Deputation Letter ( <i>Duration as per the request raised in GESS</i> ) (ii) Insurance ( <i>Duration as per the request raised in GESS + 2 days</i> )
	2	<b>Yellow Fever Vaccination</b> For entry into Uruguay the vaccination is not mandatory. However, it is RECOMMENDED to take the vaccination as it is required upon returning to India.
	3	The <b>documents</b> that the associate needs <b>to carry at the time of ST travel</b> . 1. Passport should be valid for minimum 6 months plus the intended period of stay. 2. Visa – The associate should verify for correct details in the visa.(eg., name, visa type, visa validity dates etc.) 3. Fresh Business Invitation Letter for every trip (Please note Business Visa is used only for non billable activities). 4. Deputation Letter 5. RM / BRM / HR address & telephone numbers 6. Forex 7. Air Tickets, including return travel ticket to India (Mandatory). 8. Insurance (Mayfair / Tata AIG) 9. It is important to keep all important document with you at all times.
	4	Associates need to enter the country within 60 days from the date of visa stamping. Else the visa will be void and associate will NOT be allowed to enter Uruguay.
Long Term > 30 days		<b>Prior to Travelling to Uruguay:-</b>
	1	Contact your location FDFU to complete the Overseas Deputation Formalities:- (i) Medical (ii) Yellow Fever Vaccination. (iii) Overseas Deputation Agreements a) <i>Service Agreement</i> b) <i>Deputation Agreement</i> c) <i>Non Immigration Agreement</i> (iv) Deputation Letter (v) Travel Insurance
	2	The Associate applies for Long Term Deputation : i) Associate applies for BV in India and raises a BV to WP travel type request in Ultimatix. ii) The associate is issued a BV from India and the same has to be converted to WP upon arrival to Uruguay. (This process has to be initiated within the 1st week of arrival to Uruguay.)
	3	<b>Without the Below documents in place associates are not advised to travel</b> (i) Birth certificate duly legalized (of all traveling members – self / spouse / kids). (ii) Police contact certificate (PCC) duly legalized for a period of 5 years. (iii) Marriage certificate duly legalized (if married). <b>Please Note: The above certificates / documents should <u>NOT</u> be laminated as they will not be accepted by Uruguay Immigrations office.</b>
	4	The <b>documents</b> that the associate needs <b>to carry at the time of LT travel</b> . 1. Passport should be valid for minimum 6 months plus the intended period of stay. 2. Visa – The associate should verify for correct details in the visa. (eg. name, visa type, visa validity dates etc.) 3. Deputation Letter 4. RM / BRM / HR address & telephone numbers 5. Forex 6. Air Tickets (Return ticket as well MANDATORILY) 7. Insurance (Mayfair / Tata AIG) 8. It is important to keep all important document with you at all times. 9. TCS Medical reports
	5	Associates need to enter the country within 60 days from the date of visa stamping. Else the visa will be void and associate will NOT be allowed to enter Uruguay.

Long Term		<b>Upon Arrival to Uruguay :-</b>
	1	Complete ONSITE reporting in GESS and get it approved by supervisor. <b>Link</b> > GESS - My worklist - FYA
	2	<ul style="list-style-type: none"> <li>i) Report to location HR on day one without fail and further formalities will be explained then.</li> <li>ii) Contact Local Admin to initiate WP (Residencia) process.</li> </ul>