

# INFORMATION/DOCUMENTS NEEDED FOR L-1 PETITION

## DOCUMENTS

### **From U.S. Company**

1. Article of incorporation or association;
2. Application for EIN (Form SS-4);
3. Stock certificates;
4. Lease of business location;
5. Bank statement or wire transfer evidencing initial investment;
6. Audited accounting reports (balance sheets, profit/loss statements, cash flow reports);
7. Corporate income tax return Form 1120 (if any);
8. Employer's Quarterly Report Form 941 (if any);
9. Description of company business;
10. Commercial contracts, invoices, bills of lading, letters of credit, etc.;
11. Bank statements;
12. Company letterhead (several sheets);
13. Company structure, plan of employing new employees;
14. Pictures of the main office (interior and exterior)

### **From Foreign Company**

1. Business license;
2. Article of incorporation;
3. Income tax filings for the past three years;
4. Audited accounting reports (balance sheets, profit/loss statements, cash flow reports);
5. Organizational chart, total number of employees, position held by the transferee;
6. Company brochure or product introduction;
7. Documents of business transactions (contracts, bills of lading, letters of credit);
8. Bank statements, or transactional records;
9. Company letterhead with company logo, name, and address (several sheets);
10. Pictures of company's main office, factories, or buildings (Disregard if already included in company brochure).

### **From Transferee**

Resume;

Diploma;

Employment verification letter from the foreign company;

Board resolution or appointment documents verifying the transfer;

Any other documents showing transferee's capability to conduct business in the executive position.

**INFORMATION****Employer**

1. Name
2. Business Address
3. Telephone  4. Fax:
5. IRS Tax #  6. Type of business  7. Year established
8. Current number of employees  9. Gross annual income
10. Net annual income
11. Name and Title of the Officer who will sign the petition documents  
Name  Title

**Employee**

12. Last Name  First Name  Middle Name
13. Date of Birth (mm/dd/yy)  14. Country of Birth
15. Social Security # (if applicable)  16. A# (if applicable)

***If in the U.S.:***

16. Date of Arrival (mm/dd/yy)  17. I-94#
18. Current Nonimmigrant Status  19. Expires on (mm/dd/yy)
20. Foreign address

**Employment**

21. Job Title
22. Non-technical description of the job offered
23. Address where the employee will work (if different than Part I.)
24. Is this a full time employment? Yes No 25. Hours per week
26. Wages per week or per year

27. Other compensation (Explain)

28. Value per week or per year

29. Dates of intended employment: From  To

Supplement Information for L-1 (I-129 Supplement L)

30. List the alien's and any dependent family members' prior period of stay in L classification in the US for the last seven years. Only list the period that the alien or the family member was actually in U.S.

31. Name and address of employer abroad

32. Dates of alien's employment with the employer

33. Describe of the alien's duties for the past 3 years

34. Describe of the alien's duties prospective period of employment in U.S.