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Documents Needed for L-1

Company Documents:

- Certificate of Incorporation or certificates of other forms or organization, such as LLC or PLLC or Limited Partnership documentation;
- Detailed statement of who owns the company: names of principals and their relative shares in the company;
- Proof of funds in the bank;
- Documentation regarding on-going business (if the company is already in business);
- Detailed statement regarding nature of company's business and principal clients;
- Copies of contracts, invoices and other documentation evidencing relationship between company and claimed clients (if applicable, i.e., the company has been doing business);
- Copy of lease and utility bills for office space and operations;
- A business plan for the company, including existing personnel (details of the positions) and anticipated staffing;
- Airway bills, bills of lading, repatriation of funds to parent company or transfer of funds from parent to US company.
- Tax returns & financial statements of the company;
- Share Certificates to show relationship between both companies.

Parent Company in Foreign County:

- Name of parent company and proof of its existence (including documentation such as Incorporation, registration documents);
- Names of principals of the parent company and their exact shares;
- Description of the organizational structure of the parent company, including total number of workers, the managerial and executive positions and the hierarchy of personnel structure;
- Passport copy, I-94 (if applicable) of the alien beneficiary who seeks to move to the United States;
- The nature of his work with the Parent Company, specifically his job duties and his position in the managerial or executive structure of the company;
- Exact dates of his employment and proof of the same (either a letter from parent company and/or salary details and documentation, such as personal tax returns, pay stubs, etc);
- The proposed duties of the alien beneficiary with the US company;
- Recent balance sheets and tax returns of the company;
- Copy of recent bank statements;
- Payroll journals of the company;
- Copy of the lease/sale deed of the premises & warehouses of the company;
- Copy of partnership deed (if applicable);
- Copy of registration and license certificates;
- Invoice, bills of lading, credits, receipts, etc