



# Application for Employment Permit for Intra-Company Transfer

Passport  
Photograph

X2

Please print  
transferee's name  
on the back of  
photographs and  
staple here.

This form should be used by the Host Organisation in Ireland to apply for an Intra-Company Transfer

Before completing this form, please read, and follow, the relevant Guidance Notes which are available on our website: [www.deti.ie](http://www.deti.ie). Complete ALL parts of this form as required in BLOCK CAPITALS. The Host Organisation, the Sending Organisation and the Transferee must sign the declaration at the end of the form. Incomplete forms will be returned.

## Part One

## Host Organisation Details

1. Employer Registered Number

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Obtained from the Revenue Commissioners

2. Company Registered Number

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Obtained from the Companies Registration Office

3. Registered name of business:

4. Trading name of business (if different):

5. Nature of business:

6. Business Address:


7. Telephone Number:

8. Fax Number:

9. Mobile Phone Number:

10. E-mail address:

11. Website:

12. Number of EEA\* and/or Swiss nationals (including Irish) employed:

13. Number of non EEA nationals employed:

14. Total No. of Employees:

15. Total No. of Transferees:

\*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.

## Part Two

## Sending Organisation Details

1. Name of Sending Organisation:

2. Address of Sending Organisation:

  
  
  

3. Relationship between Sending Organisation and Host Organisation:

  

## Part Three

## Transferee Details

1. Current Position of Transferee:

2. Length of time that Transferee had been with sending organisation prior to transfer:  
(The proposed Transferee must be with Sending Organisation for 12 months or more\*)

\* Documentary evidence must be provided in the form of relevant payslips.

3. Passport Number:

4. Expiry Date:

D	D	M	M	Y	Y
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5. Nationality:

6. First Name:

7. Middle Name(s):

8. Last Name:

9. Date of Birth:

D	D	M	M	Y	Y
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10. Male:

11. Female:

Enter these details exactly as they appear on the proposed Transferee's passport.

12. Current Address (foreign address required if residing outside the State):

  
  
  

13. Is the proposed Transferee resident in the State?

Yes

No

If 'Yes' on what basis are they resident in the State, please describe:

14. Has the proposed Transferee made an application for asylum in the State?

Yes  No

15. Has the proposed Transferee sought permission to land in the State on a previous occasion?

Yes  No

If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:

16. Has the proposed Transferee been in the State on a previous occasion without permission to land?

Yes  No

17. Has the proposed Transferee been employed in the State previously?

Yes  No

If 'Yes' please describe on what basis they were employed:

If 'Yes' please provide the proposed Transferee's PPS Number:

18. Is the proposed Transferee married to an Irish or EEA national?

Yes  No

If 'Yes' what nationality is their spouse?

19. Is the proposed Transferee married to an Employment Permit holder?

Yes  No

## Part Four Intra-Company Transfer Details

1. Proposed Position of Transferee:

2. Please outline, in detail, the reason for the transfer. This should include a description of the functions that will be undertaken by the Transferee and what measures will be in place when the Transferee has returned to the company abroad. Please continue on a separate sheet if required and append it to the application form.

3. Address at which the proposed transfer is to be carried out:


4. Duration of Transfer (definite start and end dates):

D		D		M		M		Y		Y
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D		D		M		M		Y		Y
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5. Gross Annual Salary: €

6. Gross Weekly Wage: €       7. Hourly Rate of Pay: €

8. Deductions from Gross Weekly Wage: €       Please specify:

9. Benefits in kind: €       Please specify:

10. Number of hours of work per week:

11. Please state if salary will be paid inside or outside the State:

12. Please detail the allowances the Transferee will receive during their stay in Ireland:


13. Please detail the qualifications, skills or experience required for this vacancy:


14. Please detail the relevant qualifications of the proposed Transferee:


*Certified copies of the proposed Transferee's relevant qualifications should be attached to this form.*

15. Please detail the relevant skills or experience of the proposed Transferee:


16. Reasons for employing a non-EEA national:


17. Details of plans to train an Irish/EEA national to fill this position in the future:


**IMPORTANT NOTE: IF REASONABLE EFFORTS HAVE NOT BEEN MADE TO RECRUIT AN IRISH OR EEA NATIONAL, YOUR APPLICATION FOR AN EMPLOYMENT PERMIT MAY BE REFUSED.**

## Part Five

## Payment Details

### Contact Details of Payer

1. Title:	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other (please state)	<input type="text"/>
2. Name:	<input type="text"/>									
3. Address:	<input type="text"/>									
4. Telephone Number:	<input type="text"/>				5. Fax Number:	<input type="text"/>				
6. Mobile Phone Number:	<input type="text"/>									
7. E-mail:	<input type="text"/>									

### Payment Details

8. Method of Payment:	Cheque	<input type="checkbox"/>	Bank Draft	<input type="checkbox"/>	Postal Order	<input type="checkbox"/>	
9. Cheque No.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Payment enclosed:	€ <input type="text"/>						

Payment must be in the form of a Euro denominated cheque, bank draft or postal order drawn on a financial institution operating within the Irish Clearing System. Cheques should be made payable to the Department of Enterprise, Trade and Innovation.

### Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees all payments will be made payable to the Host Organisation specified on Page 1.

Payer's Signature:   
(Original signature required)

Date: 

D	D	M	M	Y	Y
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## Part Six

## Declaration

### Transferee's Declaration

I, the undersigned, agree to undertake the intra-company transfer on the above basis and I understand that while on such transfer in Ireland, I will be fully tax compliant and will be entitled to the full benefit of the relevant Irish Employment Legislation for the duration of my transfer in Ireland.

I hereby solemnly declare that the details given in this application are true to the best of my knowledge and belief.

Transferee's Signature:   
(Original signature required)

Name (in BLOCK CAPITALS):

Date: 

D	D	M	M	Y	Y
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Your employment permit will normally be posted to you at the address of the Host Organisation in Ireland. Tick this box if you want your permit to be posted to you at your current address as in Part 3 of this Form.

If you want the permit to be issued to a third party (e.g. Agency) you must submit a signed letter of authorisation.

## Host Organisation's Declaration

We, the Host Organisation in Ireland, give an undertaking that the above Transferee/Assignee/Seconded will be fully tax compliant and will be in receipt of his/her full rights under Irish Employment Legislation for the duration of the Transferee's stay in Ireland. We confirm that the Transferee will be returning to his/her employment in the Sending Organisation after the date specified in Part 4 above.

We understand and accept that, in accordance with Section 23 of the Employment Permits Act 2006, we may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:

- the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit; or
- any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.

I further understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Host Organisation Signature:  
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Date:

D	D	M	M	Y	Y
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## Sending Organisation's Declaration

We, the Sending Organisation abroad, give an undertaking that the above Transferee/Assignee/Seconded will be fully tax compliant and will be in receipt of his/her full rights under Irish Employment Legislation for the duration of the Transferee's stay in Ireland. We confirm that the Transferee will be returning to his/her employment in the Sending Organisation after the date specified in Part 4 above.

We understand and accept that, in accordance with Section 23 of the Employment Permits Act 2006, we may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:

- the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit; or
- any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.

I further understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Sending Organisation  
Signature:  
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Date:

D	D	M	M	Y	Y
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## Agent's Declaration

Please tick as appropriate:

1. Sources Employees and completes administrative work on behalf of an Employer/Employee

2. Only completes the administrative work on behalf of an Employer/Employee

I understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Agent's Signature:  
(Original signature required)

Name (in BLOCK CAPITALS):

Date:

D	D	M	M	Y	Y
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Address (for correspondence):


Employment Agency Licence No.  
(if applicable):

## Part Six Requirements for Supporting Documentation

### Employer Requirements

#### New Host Organisations

All Host Organisations who have not previously applied for and been issued with an Employment Permit are required to submit clear copies of the following documentation:

- ❖ Copy of current or most recent P30 (an up-to-date Tax Clearance Certificate may be requested)
- ❖ A copy of the letter from the Revenue Commissioners confirming your registration as an employer
- ❖ Evidence of the relationship between the Host Organisation and Sending Organisation

#### Business Permission

If you have indicated that you are a foreign national operating a business in the State, you are required to submit copies of documentary evidence clearly demonstrating your status within the State and your entitlement to operate a business.

#### Additional documentation

The Employment Permits Section may request additional documentation from existing or new customers as the need arises.

### Transferee Requirements

#### For all proposed Transferees

- ❖ Clear, legible copy of the personal details pages of the proposed Transferee's passport, including the signature page.
- ❖ Certified copies of all relevant qualifications.
- ❖ Copies of relevant dated payslips showing that the proposed Transferee has employed by the Sending Organisation for more than twelve months.

#### For all proposed Transferees resident in the State

- ❖ Clear, legible copy of all visas
- ❖ Clear, legible copy of all residency stamps issued to proposed Transferee
- ❖ Clear, legible copy of the proposed Transferee's GNIB Registration Card

#### Important Note concerning the passport expiry date

All proposed Transferees must hold a passport with an expiry date, which exceeds the term of the proposed Employment Permit by at least 3 months. Employment Permits cannot be issued to proposed Transferees whose passports expire less than 3 months after the expiry of their proposed permit.

## Vacancy Requirements

### Deductions and Benefits

The only reckonable deductions and benefits for the purpose of an Employment Permit application are for Board and Lodgings. The amounts that may be deducted from a proposed Transferee's wages or considered a benefit in kind is defined by the Joint Labour Committee. Details of all JLC Guidelines can be found on: [www.labourcourt.ie](http://www.labourcourt.ie). Alternatively, you may call: 01 613 6666.

## Declaration

### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Host Organisation, the Sending Organisation and the proposed Transferee are advised that in signing this application form they consent to allow the Employment Permits Section to share and request data as necessary, for the sole purpose of verifying the information submitted, between relevant Government Departments and Agencies.

The signatories to this application may find further information concerning data sharing and the obligations of Data Controllers on the Data Protection Commissioner's website at [www.dataprivacy.ie](http://www.dataprivacy.ie). Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231

### Conditions of Issue of an Employment Permit

- A. The issue of an Employment Permit for an Intra-Company Transfer in respect of a named foreign national does not in itself authorise such a person to enter or reside within the State. Admission to the State and authorised duration of stay is subject to the control of the Immigration Authorities.
- B. Application for an Employment Permit for an Intra-Company Transfer, including extensions, should be made 2-3 months before the foreign national is required to take up the transfer or a current permit expires.
- C. Any application that contains omissions or is incorrectly completed **will be returned** to the Host Organisation for completion.
- D. A fee, as determined by the Minister for Enterprise, Trade and Innovation is payable by the applicant for each Employment Permit granted.

**Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006 and Orders made under these Acts is an offence punishable by Law.**

## Table of Fees

An application for an employment permit shall be accompanied by the fee prescribed in the following table:

Employment Permit Category	First Application FEE
Intra – Company Transfer	€1,000 up to 24 month permit and €500 for six months or less

Fees may be refunded to the applicant if the application is refused or withdrawn prior to the issuing of the permit. No fees will be refunded if the Employment Permit holder ceases employment after the permit has been issued.

### Acceptable Forms of payment

Payment must be in the form of a Euro denominated cheque, bank draft or postal order, drawn on a financial institution operating within the Irish clearing system. Please note that all foreign drafts and cheques will be returned. Cheques should be made payable to: *Department of Enterprise, Trade & Innovation*.

### Disclaimer

The above fees were prescribed in January 2007. Applicants are advised to refer to our website [www.deti.ie](http://www.deti.ie) for up-to-date information on Employment Permit fees.

## EMPLOYMENT PERMITS SECTION

## Contact Details

<b>Website:</b>	<a href="http://www.deti.ie">www.deti.ie</a>
<b>E-mail:</b>	<a href="mailto:employmentpermits@deti.ie">employmentpermits@deti.ie</a>
<b>Call Centre:</b>	353-1- 417 5333
	LoCall: 1890 201 616 (from within Ireland only)
<b>Fax Number:</b>	353-1-631 3268

### Employment Permits Section Web pages

Information leaflets and application forms may be downloaded in PDF format from the Employment Permit section on the Department of Enterprise, Trade and Innovation website.

The Employment Permit web pages contain a step-by-step guide for employers and Transferees, which fully explains application procedures for candidates in a wide variety of circumstances.