



Bernstein Osberg-Braun & de Moraes
immigration attorneys

L-1 QUESTIONNAIRE: EMPLOYER

INFORMATION ABOUT THE EMPLOYER

Employer's Name: _____

Address: _____

Prospective Employee Name: _____

Address where employee will work (if different):

Tel #: _____ Year business established _____

IRS Employer I.D. Number: _____

Description of employer's business:

Nature of business: _____

Number of employees: _____

Gross annual income: _____

Net annual income: _____

Job Title: _____

Number of employees the beneficiary will supervise: _____

Title of Person supervising beneficiary: _____

Requested employment start date: _____

Wages per week/per year: _____

Is this a full time position? _____

If no, hours per week: _____

Name and title of person signing the Petition on behalf of the employer:

EMPLOYER DOCUMENT CHECKLIST

From the Company Abroad:

_____ Incorporation Documents/Partnership or Joint Venture Agreement

- Articles/Memoranda of Incorporation
- Bylaws
- Stock certificates/ledger
- Name change/registration

_____ Applicable business permits/licenses/registration.

_____ Company annual report/marketing brochure/resume.

_____ Lease/deed; mortgage or rent receipts.

_____ Organizational chart (if large company, then managerial/divisional structure; smaller companies - include structure by individuals); include #employees, names of divisions; include how U.S. company fits into overall structure.

_____ Copies of advertisements.

_____ *Sample invoices or contracts (5-10, indicating trade in goods or services, preferably orders transacted with various countries; average or largest orders).

_____ Trade references.

- _____ Articles, promotional materials about the company, its products, services or key people.
- _____ Recent company tax return or financial statement.
- _____ Copies of awards, memberships or special achievements by the company or key personnel.
- _____ Payroll records.

Note: All documents must be accompanied with its English translation

From the U.S. Entity: (Only applies to new corporations, less than one year old).

- _____ Incorporation Documents/Partnership/Jt. Venture Agreement.
- _____ Branch qualification to do business in U.S. or state.
- _____ Applicable business permits/licenses/registration.
- _____ Company annual report/marketing brochure/resume.
- _____ Lease/deed; mortgage or rent receipts.
- _____ Organizational chart (if large company, the managerial/divisional structure; smaller companies - include structure by individuals); include #employees, names of divisions; include how other U.S. companies fit into overall structure.
- _____ Copies of advertisements.

* Do not include items that would be confidential or proprietary to the company.

- _____ Sample invoices or contracts (5-10, indicating trade in goods or services, preferably orders transacted with various countries; average or largest orders).
- _____ Trade references.
- _____ Articles, promotional materials about the company, its products, services or key people.
- _____ Copies of awards, memberships or special achievements by the company or key personnel.
- _____ Comprehensive Business Plan.