

Thompson Immigration Law Associates

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U.S. Immigration Corporate Document Request (for L-1 and E-2 Visas)

The following documents are required from certain companies that are sponsoring a foreign national for a work visa. This documentation is required to show the relationship between a foreign-owned and U.S. company.

- *Please make sure the copies are enlarged and clear so that all stamps and entries are readable.*
- *Please provide both original language and English translations of all documentation, and include a "Translation Certification" (using the sample included at the end of this document) with each translation.*
- *Note that the translation can be done by anyone, and need not be done by a translation service or be notarized or legalized.*

Foreign Company Documentation

1. The complete legal name and address of the company.
 2. The contact person's name, job title, address, telephone number and email address.
 3. The person's name, job title, address, telephone number and email address who will be signing all immigration forms.
 4. The number of employees employed by the company and *each* entity affiliated with the company in all countries.
 5. A copy of the Corporate Charter, Certificate of Incorporation, Membership Agreement (*for limited liability company*), Partnership Agreement or similar documentation showing the corporate structure of the company, its date of creation and proof of continued existence.
 6. Documentation showing the ownership of the company:
 - a. For larger companies: Documentation showing on which stock exchange its stock is traded.
 - b. For smaller companies: Stock certificates or similar documentation showing who owns the company and in what percentage. *Note that for smaller companies, it must be shown that the same individuals or legal entities own approximately the same percentage of both the foreign company and the U.S. company.*
 7. Financial documentation for both the current and last 3-years, including:
 - a. Annual Report.
 - b. Balance Sheet.
 - c. Profit-Loss Statement.
 8. A copy of the company's organizational chart.
 9. An explanation of any special products or internal processes that is unique to the company (*i.e., products or processes that are not used by other companies, or that are not common to the industry*).
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U.S. Company Documentation

1. The complete legal name and address of the company.
 2. The contact person's name, job title, address, telephone number and email address.
 3. The number of employees presently employed by the company (*if any*).
 4. An estimate of the number of executives, managers and employees who will be hired in the next year.
 5. A copy of the Certificate of Incorporation, Membership Agreement (*for limited liability company*), Partnership Agreement or similar documentation showing the corporate structure of the company, its date of creation and proof of continued existence.
 6. A copy of company's Federal Employment Identification Number (FEIN) notification from the Internal Revenue Service.
 7. Any State business licenses issued to the company.
 8. Documentation showing the ownership of the company:
 - a. For larger companies: Documentation showing which stock exchange its stock is traded or an annual report.
 - b. For smaller companies: Stock certificates or similar documentation showing who owns the company and in what percentage. *Note that for smaller companies, it must be shown that the same individuals or legal entities own approximately the same percentage of both the foreign company and the U.S. company.*
 9. Financial documentation for the current and last 3-years, including:
 - a. Annual Report.
 - b. Balance Sheet.
 - c. Profit-Loss Statement.
 10. For newly-established companies:
 - a. A letter from company's bank listing the company's bank account number, the date it was opened, and the current and average monthly balance in the account.
 - b. A copy of any existing client contracts and/or evidence of negotiations with prospective clients (*e.g., letters of intent to contact or correspondence showing contract negotiations*).
 11. A copy of the company's organizational chart.
 12. A copy of company's lease agreement.
 13. Photographs of the company's offices or facilities (*inside and out*).
 14. An explanation of any special products or internal processes that is unique to the company (*i.e., products or processes that are not used by other companies, or that are not common to the industry*).
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Translation Certification

I certify that I, _____, speak, read and write both English and _____, and that the attached document, _____, is a true and accurate translation of the original.

Signature

Date