

## GLOBAL EMPLOYMENT PROGRAM – These are some of the services we offer in the home and host country:

### Tax and Legal Consulting

- Tax planning and consulting
- Preparation of tax returns
- Fulfilling of compliance issues
- Hypothetical tax calculations
- Tax Equalization
- Legal consulting within the scope of assignment
- Design of employment and assignment contracts
- Consulting in other legal areas (e.g. rent, contract and labour law)
- Payroll services

### Social Security / Insurance

- Social security analysis and planning
- Consulting on national and international insurance solutions (e.g. health insurance, pension fund ) incl. private insurances
- Obtaining of the certificate of coverages incl. E101/E102 forms

### Employee and Assignment Questions

- Analysis, consulting, planning and structuring of assignments
- Compensation calculations
- Employee Assistance Programs

### Labour and Permit Law

- Consulting on permit questions
- Obtaining of work and residence permits, as well as visa
- Registration and deregistration of employees with the authorities

### Language and Culture

- Intercultural training
- Language training

### Living and Housing incl. Moving

- Search for apartments and houses incl. furnishings (for both rental and purchase)
- Moving incl. storage
- Animal relocation
- Support with the integration (unions, shopping, car, bank, daily life)

### Employee and Family Questions

- National and international kindergarten, schools, universities
- Child care (incl. Nannies)
- Support with job search for the accompanying partner

### Various

- Specific and individual needs