



Rialtas na hÉireann
Government of Ireland

Intra-Company Transfer Employment Permit Checklist

Prepared by Employment Permits
Department of Business Enterprise and Innovation

This checklist has been produced by the Employment Permits Division in the Department of Business, Enterprise and Innovation to assist with applications for Intra-Company Transfer Employment Permits.

To make an application online please log onto www.epos.djei.ie but please read this document in full before beginning your application. Whilst making the application you might find it useful to refer to our User Guide which can assist you step-by-step through the process.

The User Guide is available here - www.epos.djei.ie/EPOSOnlinePortal/UserGuide.pdf

Below is a checklist of the documentation required to apply for an Intra-Company Transfer Employment Permit. The applicant can be either the employer or the employee.

This document is intended solely to assist the applicant in applying for an employment permit and is not a substitute for the relevant legislation and regulations governing employment permits.

Connected Person (Irish Branch) Details

- Employer Registered Number and Company Name Registered Number.
- Registered Name of Company/Business and Trading Name (if different).
- Type of Company (Sole Trader, Limited etc.).
- Nature of Business (Manufacturing, Software etc.).
- Number of EEA and/or Swiss Nationals (including Irish) currently in your employment
- Number of non-EEA Nationals currently in your employment.
- Confirm if any redundancies have taken place in the last 6 months for the same role.
- Name, position in company, telephone number and e-mail address for contact person.

Details of Foreign Employer

- Name, Address and details of connection between Connected Person and Foreign Employer i.e. Parent Company/Subsidiary.

Employee Details

- Name, Date of birth, Sex, Nationality, Current address, telephone number, e-mail address and PPS number (if you already have one).
- Passport number and expiry date. (Passport must be valid for at least 6 months for a new employment permit and 3 months for a renewal employment permit).
- If you are resident in the State, you must confirm on what basis and provide your GNIB/Irish Resident's Permit Pin. This 6-digit registration number is located on the back of the Residence Permit Card.
- Confirm details of qualifications relevant to this employment.
- Details of previous visa permissions or employments in the State.

Details of Employment

- Title of Job.
- Detailed duties and responsibilities of role.
- Location of employment. (Prospective employee can only work at locations of employment as stated on application and noted on employment permit.)
- Duration of transfer – start and end date.
- Details of qualifications/skills/knowledge or experience required for this role.
- Details of qualifications/skills/knowledge and experience of the non-EEA national.
- Indicate Category of employment – Key Personnel/Senior Management or Trainee.

Details of Intra-Company Transfer

- Current position of Foreign National.
- Length of time in months that Foreign National has been employed with Foreign Employer prior to transfer. (Foreign National must be employed with the Foreign Employer for 6 months or more, 1 month for Trainees).

Pay Details

- What currency is Foreign Nationals Salary paid in and exchange rate.
- Annual salary, hourly rate of pay and number of hours of work per week.
- Additional payment to bring Annual Salary up to or over Irish National Minimum Wage €10.10 per hour.
- Details any deductions from salary and what deductions are for.
- Payments in respect of Board & Accommodation and Health Insurance.
- Monetary Value in respect of Board & Accommodation

Note on Pay: Intra-Company Transfer Employment Permits must have a minimum annual remuneration of €40,000 based on a 39-hour week. This is an hourly rate of pay of €19.72.

Intra-Company Transfer Employment Permits for Trainees must have a total minimum annual remuneration of €30,000 based on a 39-hour week. This is an hourly rate of pay of €14.79

Salary refers solely to basic pay. Salary shall not include any bonuses, shift allowances, overtime etc.

Paying for Permit

- Name of person making the payment, their company name (if applicable) telephone number and e-mail address.
- Credit card details.

Posting the Permit

- Enter details of where we should post the Original Employment Permit to.

- Enter details of where we should post the Certified Copy of the Employment Permit to.

Other Information Required

- Signature pages signed by employer and employee.
- Copy of employee's passport clearly showing his/her picture, personal details, date and signature. (Passport must be valid for at least a further 6 months for a new employment permit and a further 3 months for a renewal employment permit.
- A clear copy of employee's current immigration stamp (if resident in the State) and visa (if applicable). GNIB/Irish Resident's Permit pin must also be provided.
- A passport photo of employee.
- A statement issued by Revenue Commissioners showing the monthly statutory return made by the employer dated within the 3 month period preceding the application, or a receipt for such a return whether issued through ROS (Revenue Online Service) or evidence of payments made to the Revenue Commissioners through SEPA monthly direct debit payments made within the 3-month period preceding the application.
- Copy of IDA/Enterprise Ireland support letter where required
- Documentary evidence of connection between the Connected Person and Foreign Employer.

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