



## You are in good hands

This is our motto at **bizorganization**. We take care of your employees professionally, reliably and personally with our relocation packages and specials.

These include home-finding, applications for residence and work permits, recognition of academic and professional qualifications and cultural orientation; whether your new employees are from Germany or overseas, we ensure they settle in quickly and are ready to start work. Our complete service incorporates a Global Mobility Policy adapted to your company along with consultation over your internal assignment processes.

Our personalized service and extensive network perfected over 20 years of experience ensure your employees are quickly integrated.

We look forward to meeting you - Judith Wambach & team





## Getting Started Comfort Packages

We recommend our Getting Started Comfort Packages; we undertake the administration and home finding for your new employee. They will appreciate the „all-round carefree package“.

In a detailed Teams briefing we explain which documents are required in Germany, discuss the timeline and necessary steps. We will confer about the accommodation wishes, is it to be an apartment, a house, or a shared apartment, the size, furnishing and location; as well as a realistic assessment of requirements and budget based on our regional rent index.

While managing the administrative tasks, we start the ‘Home Finding Program’. We will find a suitable home, attend the home viewings together and provide support in meeting with real estate agents and homeowners.

We accompany your new hire to their appointments with immigration and registration authorities and to the bank. We also take into account all aspects of immigration law, tax law and social security law.

We offer 4 different ‘Getting Started Comfort Packages’, these differ according to origin (EU or Non-EU) and marital status:

		Single EU	Family EU	Single Non-EU	Family Non-EU
<b>Before the start</b>	Teams Briefing	+	+	+	+
	Checklist documents with timeline	+	+	+	+
	Discussion housing, rent index	+	+	+	+
<b>Registration and driving license</b>	Appointment with and accompaniment to registration office for temporary and permanent housing	+	+	+	+
	Broadcast fees registration	+	+	+	+
	Change of address service	+	+	+	+
	Appointment and accompaniment for driving license registration			+	+
<b>Residence and work permit</b>	Preparation for application of residence permit(s)			+	+
	Appointment with and accompaniment to the immigration office			+	+
	Subsequent appointment and accompaniment to pick up residence permit(s)			+	+

		Single EU	Family EU	Single Non-EU	Family Non-EU
<b>Bank</b>	Application for debit and credit card, accompaniment to appointment	+	+	+	+
<b>Insurance</b>	Application for health insurance	+	+	+	+
	Assistance in finding other insurances	+	+	+	+
<b>Family</b>	Amendment of tax class		+		+
	Application for child benefits		+		+
	Support in finding kindergarten, school, day care center		+		+
<b>HR Support</b>	Information on expected tax class	+	+	+	+
	Health Insurance membership certificate	+	+	+	+
	Social security number	+	+	+	+
<b>Home Finding</b>	Presentation of up to five Properties for viewing	+	+	+	+
	Coordination of appointments and accompaniment to viewing appointments	+	+	+	+
	Negotiation with brokers and homeowners	+	+	+	+
	Translation of and observations on the rental contract	+	+	+	+
	Coordination of deposit payment	+	+	+	+
	Walk-through protocol and photo documentation	+	+	+	+
<b>Pet Service</b>	Registration with local utility suppliers	+	+	+	+
	Internet and phone registration	+	+	+	+
	Assistance with the correct import of pets	+	+	+	+
<b>Good to know</b>	Arrangement of pet liability insurance	+	+	+	+
	Registration dog tax	+	+	+	+
	Orientation folder	+	+	+	+
	Event information	+	+	+	+



## Home Finding Package

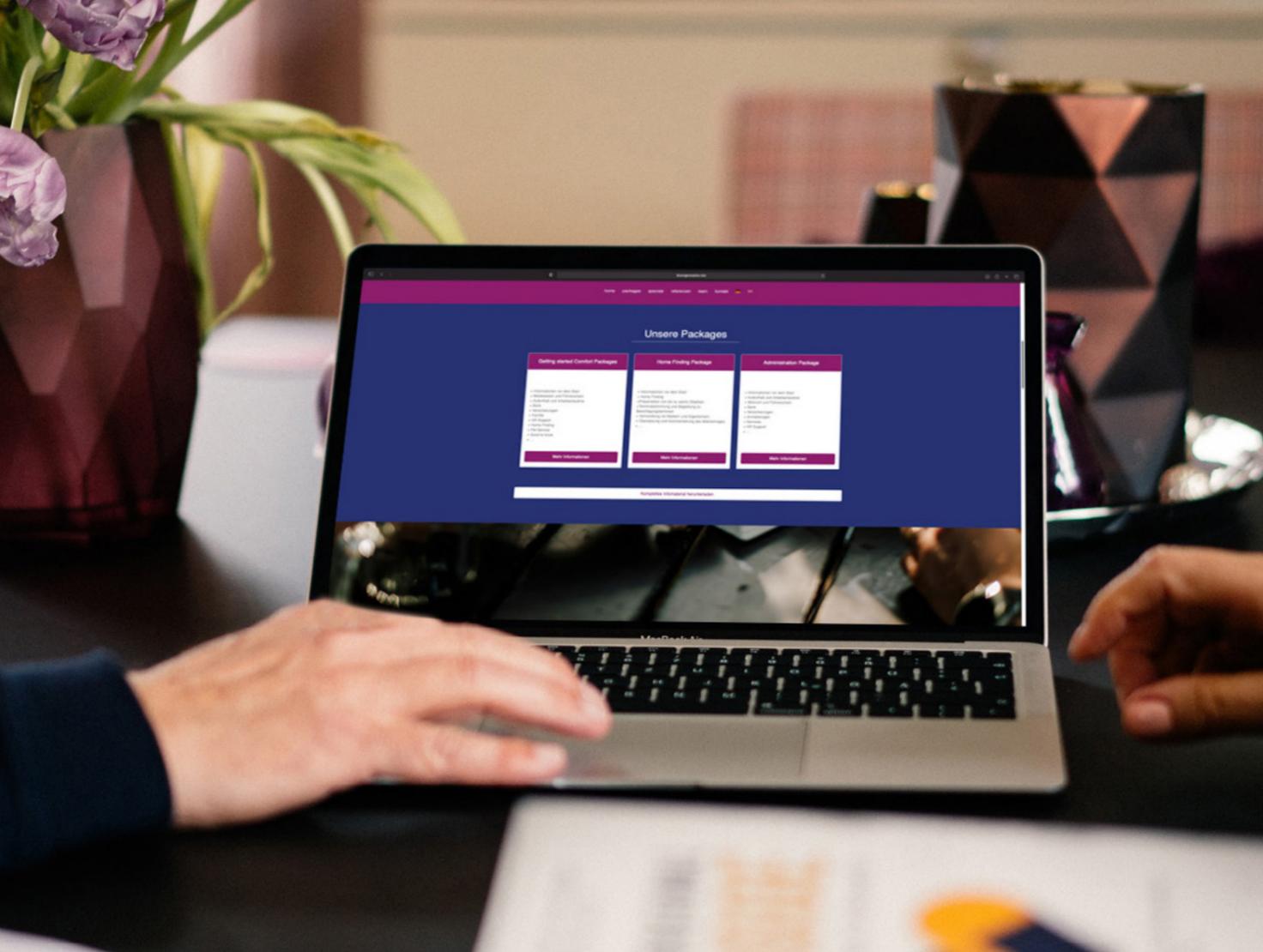
We find the suitable apartment, shared apartment, or house for your new employees - under consideration of individual wishes and budget.

We create our own regional rent tables and discuss the possibilities and initial offers in a Teams briefing. We explain the practise of the German housing market and the rent structure – basic rent, utility costs and deposit and sensitize the viewers in interaction with real estate agents and homeowners.

We propose up to 5 suitable properties and accompany your employees to view the properties.

We assist and clarify the contractual points and we organize the registration with the local utilities, telephone and internet providers.

		Single EU	Family EU	Single Non-EU	Family Non-EU
Home Finding	Teams Briefing	+	+	+	+
	Presentation of up to five objects	+	+	+	+
	Coordination of appointments and accompaniment to viewing appointments	+	+	+	+
	Negotiations with brokers and landlords	+	+	+	+
	Translation and observations on the rental contract	+	+	+	+
	Coordination of deposit payment	+	+	+	+
	Walk-through protocol and photo documentation	+	+	+	+
	Registration with local utility suppliers	+	+	+	+
	Internet and phone registration	+	+	+	+



## Administration Package

We provide our support to your new employees when starting work in Germany. In a Teams briefing, we explain in advance which documents are required in Germany, discuss the timeline and all steps.

We accompany your new employees to appointments with the immigration and registration authorities and the banks. We also take into account all aspects of immigration law, tax law and social security law.

We offer 4 administration packages, which differ according to origin (EU or Non-EU member) and marital status.

		Single EU	Family EU	Single Non-EU	Family Non-EU
<b>Start</b>	Teams Briefing	+	+	+	+
	Check list required documents	+	+	+	+
	Orientation folder	+	+	+	+
<b>Residence and work permit</b>	Preparation of the application for a residence permit			+	+
	Appointment with and accompaniment to immigration office for application of residence permit			+	+
	Appointment and accompaniment to pick up the residence title			+	+
<b>Residence and driving license</b>	Appointment with and accompaniment to register temporary residence at registration office	+	+	+	+
	Appointment with and accompaniment to register permanent residence at registration office	+	+	+	+
	Appointment and accompaniment to licensing authorities for driving license transfer			+	+
<b>Bank</b>	Application for debit and credit card, accompaniment to appointment	+	+	+	+
<b>Insurances</b>	Application for health insurance	+	+	+	+
	Assistance in finding other insurances	+	+	+	+
<b>Registration</b>	Broadcast fees	+	+	+	+
	Change of address service	+	+	+	+
<b>Services</b>	Amendment of tax class		+		+
	Application child benefit		+		+
	Support in finding kindergarten, school, day care center		+		+
<b>HR Support</b>	Information on expected tax class	+	+	+	+
	Health insurance membership certificate	+	+	+	+
	Social security number	+	+	+	+



## Specials

In addition to the above packages, you can book special services upon request.

### Orientation Tour/Look-and-See-Trip

Based on the individual needs of your new employee we can plan a customized orientation tour which will be conducted by members of our team. This usually consists of a one-day tour and can be, for example:

- + Guided tour through individual city districts/residential areas with their special features
- + Using local public transport
- + Shopping opportunities and opening hours in the retail trade
- + Information on medical care in Germany
- + Visits to schools or kindergartens
- + Tips for leisure activities and other aspects about life in Germany.

### Temporary Accommodation

We provide support in finding suitable temporary accommodation for the first month or months of employment when temporary accommodation has not been booked by the company or by the relocated employee.

#### Basic Package

We will find a property to meet the budget and sizing requirements for your new employee and also taking into account their family status.

#### Comfort Package

We will present a choice of three temporary accommodations for your new employee, in accordance with the budget, desired location and number of family members.

### VIP Service for Board Members

Our exclusive VIP Service is available for your Board Members, the executives will be personally looked after by our Managing Director, Judith Wambach. The individual care encompassed in this service is indeed unique, honed by years of experience which results in awareness of special requirements and the speedy implementation. Included in this package is a shuttle service to all appointments, a 24/7 hotline as well as all relocation services to enable a good start. We will be happy to provide you with an individual VIP offer.

### Home Removals Management

We will clarify with you in advance which services are to be financed for your new employees - sea freight, air freight, a combination of both or transportation by truck. We will commission three home removal companies to view the freight and to submit their estimates. Based on this information you can make your selection. If you wish, we can also be on site on the day of the move and ensure things run smoothly.

### Social Settling-in Service

Especially for the social aspect, it is very important that your new employees have competent contact persons. We therefore offer support in the following areas:

- + Babysitter
- + Sports clubs
- + Maintenance specialists, cleaning services
- + Car purchase, rental or leasing
- + Language school
- + Intercultural training
- + Translations

### Pet Service

We ensure the procedure of resettling a beloved pet follows the quarantine and vaccination guidelines. We can provide the respective pet owner advice on pet liability insurance and for dogs' licenses with the appropriate office.

### Car Import and Registration

We will gladly take care of customs and import procedures for your employees' personal vehicles. We organize an appointment at TÜV (Technical Inspection Association) for certification of the roadworthiness of their vehicle. We accompany the new hire to TÜV and will arrange for any necessary changes to the vehicle and assist with vehicle insurance and classification. The service is rounded off by arranging an appointment with the relevant vehicle registration authority and accompanying them there.

### Safety First – Security package for people entering the country from abroad

We offer a special service in these pandemic times for the safe entry and accommodation of your new employees.

We will book temporary accommodation according to budget and specifications, organize and organize the transfer from the airport. We will inform them about the status of quarantine or current laws, take care of the registration with the health authorities, stock the refrigerator and purchase basic food. We will provide a list of food and restaurant delivery services and coordinate testing appointments. An emergency hotline for health or other problems is available 24/7.



## Departure Packages

We are on hand at the end of the assignment to organize a smooth process. We offer 2 packages and the home removals management:

### Settling-out Basic Package

We undertake the most important points for your posted employees when leaving Germany. The Basic Package includes:

- + Termination of the lease
- + Closing the bank account
- + De-registration with the registration office
- + De-registration broadcast fee

### Settling-out Comfort Package

We will undertake the organization to allow your employees to concentrate fully on their new assignment. The Comfort Package includes:

- + Cancellation of the lease
- + Cancellation of memberships, schools, kindergartens, subscriptions
- + Organization and supervision of necessary renovation and gardening jobs
- + Organization and supervision of final cleaning
- + Pre-check the accommodation before handover
- + Supervision of repayment of security deposit
- + Closing the bank account
- + De-registration with the registration office
- + De-registration broadcast fee

### Home Removals Management

We will clarify with you in advance which services are to be financed for your new employees - sea freight, air freight, a combination of both or transportation by truck.

We then arrange appointments for either personal or virtual visits with your employees. We will commission three home removal companies to view the freight and submit their estimates.

Based on this information you can make your selection. If you wish, we can also be on site on the actual day and ensure things run smoothly.



## Other Services

### Visa Monitor

We will monitor the validity of your employees' visas and inform you in good time before the expiry date. You can choose whether we take care of the renewal or whether the respective permit holder should do this on their own responsibility.

### Extension of Residence Permits for Non-EU Employees

We take over the application procedure for the extension of residence titles for your employees and, if applicable, their families. This service includes:

- + Overview of required documents
- + Preparation of the application form to extend the residence permit
- + Appointment and accompaniment to the immigration office with the completed application to extend with the residence title
- + Appointment and accompaniment to pick up the residence title

### Recognition of Foreign Professional Qualifications

We undertake the procedures for recognition of academic and professional qualifications. A preliminary check will enable us to determine if a recognition procedure is required and initiate the process when necessary. This is conducted via ZAB and ZAV for academic degrees and via FOSA, HWK and LSJV for professional degrees.

### Spouse Service: Work Permit, Job Application, Business Life

Work permit: EU citizens and Blue Card holders and their spouses are generally allowed to work in Germany. There are strict formalities which must be observed.

Non-EU citizens must apply for a work permit.

Job application: We will help the spouse to identify suitable positions, to compose their CVs and formulate letters of application. We also offer training for telephone, online and live interviews.

First days on the job: We will sensitize a job newcomer to the German business environment.

### Global Mobility Policy

International assignments are an inherent element of global business - either as planned career moves or as emergency management. Therefore, a Global Mobility Policy tailored to the company is mandatory.

Critical factors are costs, compliance with tax laws, social security and visas. A clearly defined policy with transparent processes of which the executives and assignees are aware is a solid foundation for successful international business.

We support you in establishing the key points of your international assignments.