

RELOCATION & GLOBAL MOBILITY

Administration Package

We support your new employees in taking up work in Germany – from initial orientation to the final registration. In a joint Teams meeting, we align the timeline and required steps with you, so there is clarity about the process from the very start.

On site, we personally accompany your new employees to appointments at authorities and banks. We keep an eye on all immigration, tax, and social security aspects – so you and your employees are always legally compliant and on the safe side.

The exact scope of services depends on family status – single, couple, or family – and is listed in detail in the overview on the following page.

		Single	Couple	Family
» Before the Start	Teams Briefing	✓	✓	✓
	Information about required documents	✓	✓	✓
	Creation of the timeline	✓	✓	✓
» Registration	Translation and classification of driving license (costs billed separately)	✓	✓	✓
» Residence and Work Permit	Preparation of application(s) for residence permit	✓	✓	✓
» Bank	Pre-opening of bank account	✓	✓	✓
» Insurance	Taking out health insurance	✓	✓	✓
	Support in taking out property insurance	✓	✓	✓
» HR Support	Information about the expected tax class	✓	✓	✓
	Health insurance membership certificate	✓	✓	✓
	Social security number	✓	✓	✓
» Couple/Family	Tax class change	–	✓	✓
	Child benefit application(s)	–	–	✓
	Translation and certification of marriage certificate (costs billed separately)	–	✓	–
	Translation and certification of vaccination records	–	–	–
	Translation and certification of certificates	–	–	✓
» Housing	Translation of rental agreement	✓	✓	✓
	Registration of broadcasting fee	✓	✓	✓
	Registration with utility providers	✓	✓	✓
» Pet Service	Arranging pet liability insurance	✓	✓	✓
	Registration of dog tax	✓	✓	✓
» Good to have (optional)	Cultural awareness training (costs billed separately)	✓	✓	✓