

RELOCATION & GLOBAL MOBILITY

Getting Started Smart Package

The Getting Started Smart Package is the ideal solution for companies that want to coordinate most of the relocation process themselves – with professional support in the background.

We take care of the preparation and organization of all necessary steps:

- » Creation of an individual timeline
- » Completing and providing all required applications and forms
- » Structured document preparation for authorities and HR

Scheduling appointments and personally accompanying assignees is handled by your team – we take care of timely preparation in the background and ensure all documents are complete and correct.

This way you combine self-direction with the security of a professionally supported process.

		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	–	–	✓