

KORENBERG ABRAMOWITZ RAJ & MATHI (P) LTD
(An Immigration Services Company)

DAN E. KORENBERG
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OF COUNSEL :
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VIGNESH GOVINDARAJ
MICHAEL MARIE ANTONY

CHECKLIST FOR L1 VISA

DOCUMENTS FROM U.S. COMPANY

1. **Proof of Business:** Incorporation Certificate.
2. SS-4 (Tax ID Number).
3. Recent Bank statements / Letter from Bank reflecting current deposit and account number.
4. Lease or sub-lease of the business premises.
5. Copies of contracts.
6. Sale / Purchase Invoice Payroll records.
7. Quarterly Tax Records and latest tax returns.
8. **Proof of Availability of Funds:** Usually USD 50,000 to 100,000. However, the more the better.
9. Business Plan / Brochure of the US Company.
10. Photos of the Business premises, Workshop with signboard clearly seen.
11. Job offer letter / Employment Contract stating detailed job description, nature and duration of the beneficiary's duties in the US.
12. Organizational Flow Chart.

DOCUMENTS FROM INDIAN COMPANY

1. Proof of business in India.
2. Registration / Shop establishment along with sales tax returns and sales tax challans or any other relevant documents.
3. Partnership or ownership deed: Sales and Income Tax Returns for last 3 financial years.
4. Audited balance sheets, profit and loss statements as well as a letter from the chartered or public accountant, attesting the financial standing of the company.

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5. External and internal photographs of the company and office premises showing the office cabins, office staff work place, factory or Godown, production department with workers etc, with clearly visible signboard of the office and factory.
6. Proof of business activities and purchase invoices for 1 year (at least 3 for each month); bank statements for 12 months; export – import records, customs receipts, airway bills, annual reports; Salary records.
7. Company brochures, literature, price lists and promotional material
8. Certificate of membership in trade associations, export and import licenses etc.
9. Proof of beneficiary's one year employment: Keep in mind that you are responsible for providing evidence which supports the fact that the beneficiary has been or was holding an executive managerial or specialized position for 1 year in the past 3 years. (A detailed letter on the Indian company letterhead explaining nature of responsibilities and stating the period of employment).
10. Organizational Chart with names and title of all employees.
11. Salary vouchers of the beneficiary's for 1 year. 3 – 4 contracts and other business documents signed by the beneficiary within 2 years.
12. Current Offer of Employment / Job Contract in India with description of job details.
13. All educational diplomas, certificates, transcripts and current resume of beneficiary.
14. Copy of passport; if the beneficiary is in the U.S, copy of latest I 94 and visa.
15. Original company letterheads.
16. Other relevant documents (Certificates of excellence, certificate of quality etc).
17. Comprehensive business plan, with cash flow statement, market analysis in the U.S and 5 yr projections.