

Expat and / or HR and / or Relocation

√ **Recruiting process**

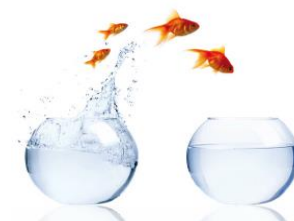
<input type="checkbox"/> Who are you going to employ (internal / external staff)?					x
<input type="checkbox"/> Recruiting process					x
<input type="checkbox"/> Pre-clarifications regarding working permit procedure (EU / Third country citizen)					x
<input type="checkbox"/> Resident visa needed? (incl. family members)	x			x	
<input type="checkbox"/> Invitation for an orientation tour in target working and living region				x	x
<input type="checkbox"/> Contract negotiation and conclusion	x			x	
<input type="checkbox"/> Start work/resident permit application process	x			x	

√ **Before departure**

<input type="checkbox"/> Current housing decisions (Contract cancellation, sale, furniture storage/shipping)	x				
<input type="checkbox"/> Cancellation of other contracts	x				
<input type="checkbox"/> Current residence de-registration	x				
<input type="checkbox"/> Selection and organisation with moving company	x				
<input type="checkbox"/> Tax clarifications	x				
<input type="checkbox"/> Organisation of temporary accommodation	x				x
<input type="checkbox"/> Information regarding necessary documents to bring along				x	x

√ **After arrival at target destination**

<input type="checkbox"/> Handover of comprehensive information package					x
<input type="checkbox"/> Registration at the municipality	x				x
<input type="checkbox"/> Opening a bank account	x				x
<input type="checkbox"/> Social insurances (after registration at the municipality)				x	
<input type="checkbox"/> Mandatory and optional insurances	x				x



√ Home search

<input type="checkbox"/> Evaluation home requirements	x	x
<input type="checkbox"/> Pre-selection of possible homes	x	x
<input type="checkbox"/> Coordination of appointments and accompanied viewings	x	x
<input type="checkbox"/> Various information regarding regional conditions, customs, standards, tax impacts and prices, pro and cons	x	x
<input type="checkbox"/> Application for preferred home, rental negotiations, control and translation of contract	x	x
<input type="checkbox"/> Arrangements for telephone, internet, TV/Radio	x	x
<input type="checkbox"/> Coordination of temporary apartment handback	x	x
<input type="checkbox"/> Assistance with taking over of permanent home with protocol (check-in inspection)	x	x
<input type="checkbox"/> De-registration (old municipality) and new registration (new municipality)	x	x
<input type="checkbox"/> Information regarding changing of driving license, application reception fee for radio and television	x	x

√ Help line

<input type="checkbox"/> More information, network, addresses etc.		x	x
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Additional services for families:

√ Schooling/Daycare

<input type="checkbox"/> General information about the Swiss school and daycare system		x	x
<input type="checkbox"/> Definition of requirements and advises on relevant schools/daycares	x		x
<input type="checkbox"/> Checking on vacancies in relevant grades at preferred schools/daycares	x		x
<input type="checkbox"/> Coordination of appointments in schools/daycares and joined visits	x		x

Contact us:

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