



**ORSZÁGOS  
IDEGENRENDESZETI  
FŐIGAZGATÓSÁG**



**APPENDIX 15**  
*(intra-corporate transfer and long-term  
intra-corporate mobility)*

<input type="checkbox"/> <b>Issue of residence permit for the purpose of intra-corporate transfer</b>
<input type="checkbox"/> <b>Issue of permit for long-term mobility:</b> Entry border crossing point and date of entry: _____ ..... year.....month ..... day First Member State of residence for the purpose of intra-corporate transfer: _____ Number and validity of document evidencing right of residence issued by first Member State: _____ .....year .....month ....day

<b>1. Information about means of subsistence in Hungary</b>	
<b>amount of estimated income from employment:</b>	<b>previous year's taxed income in Hungary:</b>
<b>amount of savings available:</b>	<b>other income/assets for means of subsistence:</b>

**Information required for single permit**

<b>2. Particulars of Hungarian host entity:</b>					
<b>name:</b>					
<b>registered address:</b>					
<b>postal code:</b>	<b>locality:</b>			<b>name of public place:</b>	
<b>type of public place:</b>	<b>building number:</b>	<b>building:</b>	<b>block:</b>	<b>floor:</b>	<b>door:</b>
<b>Employer's tax number /tax identification code:</b>		<b>KSH number:</b>		<b>TEÁOR number:</b>	
<b>3. Particulars of company/group of companies established in a third country:</b>					
Name:					
Registered address (country, locality):					

<b>4. Position sought within the framework of intra-corporate transfer:</b>
<input type="checkbox"/> Manager <input type="checkbox"/> specialist <input type="checkbox"/> Trainee

**5. Duration and place of intra-corporate transfer within the territory of the European Union:**

Name of first Member State and planned duration of stay:  
 Name of second Member State and planned duration of stay:  
 Name of additional Member States and planned duration of stay:

**6. Qualification required for the position:****7. Educational attainment:**

- primary school  specialised school  
 vocational school  high school  
 vocational secondary education institution  
 institution of technology  
 college  university  
 no primary school graduation

**8. Employment before arriving to Hungary:****9. Prior to the intra-corporate transfer, duration of employment at company or group of companies established in a third country:****10. Position (FEOR number):****11. Place(s) of work:**

Is there only one place of work?

yes  no

If yes:

(postal code)

(address)

Is work to be performed within the territory of more than one counties?  yes  no

If yes, place of commencement of work:

(postal code)

(address)

Are you going to work at the employer's various business establishments which are located in the territory of more than one counties?

yes  no

**12. Skills and qualifications for the job:**

Length of practical experience for the job to be performed:

Special skills and qualifications for the job to be performed:

**Knowledge of languages**

Native language:

Other language(s) spoken:

**Do you speak Hungarian?**  yes  no

**Have you ever worked in Hungary before?**  yes  no

If yes, previous Hungarian employer:

name and address:

**INFORMATION**

The application for residence permit must be submitted in person with documents verifying compliance with conditions for residence enclosed. One facial photograph and proof of payment of the administrative service fee provided for by law must also be enclosed with the application. At the time of submitting the application the applicant shall produce his/her valid travel document. The passport must be valid for at least 3 additional months beyond the date of expiry of the residence permit.

The application for permit for long-term mobility must be submitted at the latest 20 days before the long-term mobility starts, or at least 20 days before the end of the short-term mobility period, and must be accompanied by documents verifying compliance with conditions for residence.

## INFORMATION

**The following must be enclosed with the application:**

**documents evidencing the purpose of residence**

- contract of employment between the third-country national and the business party established in a third country, or a letter of authorisation containing: *a)* an indication that employment within the same company or group of companies, at least three uninterrupted months immediately preceding the date of the intra-corporate transfer in the case of executive employees and specialists provided for in other legislation, and at least three uninterrupted months in the case of trainee employees, *b)* the remuneration as well as other terms and conditions of employment granted during the intra-corporate transfer, *c)* the third-country national's position, *d)* evidence that the third-country national will be able to transfer back to an entity belonging to that company or group of companies and established in a third country at the end of the intra-corporate transfer, *e)* an indication that all conditions in the law, regulations and/or sectoral collective agreements applicable to posted workers in a similar situation in the relevant occupational branches are met during the intra-corporate transfer to which the permit pertains with regard to terms and conditions of employment.
- evidence that the Hungarian host entity and the company established in a third country belong to the same company or group of companies,
- evidence, in the case of executive employees and specialists, that the third-country national has the university degree or vocational training, or in the case of trainee employees, the university degree required,
- statement issued by a Hungarian host entity evidencing that the executive employee or specialist has the experience needed for the intra-corporate transfer,
- statement indicating the duration of intra-corporate transfer in each Member State relative to the stay in other Member States of the European Union,

**accommodation registration form, signed by the lawful holder of the real estate property**

**documents evidencing subsistence**

- income certificate issued by the tax authority (NAV) for the previous year
- income certificate issued by the employer or prior agreement or contract of employment
- other document (e.g. bank account statement, extract)

**documents evidencing comprehensive sickness insurance cover**

*During the process, the immigration authority may request further documents for ascertaining the relevant facts of the case.*

If the conditions that served as the basis for issuing the residence permit have not changed by the time the application for the extension of the residence permit was submitted, and they remain capable to verify the conditions for residence, documents to support such unaltered conditions need not be supplied once again.

The competent immigration authority may be requested to obtain from another authority proof for any data you have supplied. That part of the application shall be construed as consent for the processing and transmission of your personal data. If any requisite data is obtained by the competent immigration authority, the relating charge or administrative service fee must be paid to the immigration authority.