



EMPLOYMENT IN A COMPANY OF FOREIGN INTERESTS
REQUIRED DOCUMENTS FOR *RENEWAL OF RESIDENCE PERMIT*

DUE TO CHANGE OF EMPLOYER

- ✓ Copy of valid passport (or other travel document) with validity of at least 2 years from the submission date of the application)
- ✓ Letter of termination of employment from previous employer
- ✓ Employer's liability insurance with an automatic renewal
- ✓ List of Company's 3rd country Directors, Middle Management and Key Personnel
- ✓ Original Declaration of honor to cover the cost of return of the 3rd country National
- ✓ Original Employment Contract (dully signed and 2 copies dully signed)
- ✓ Title deed or rental agreement of a house/apartment (dully certified by the president of the community, i.e. mukhtar)
- ✓ Health Insurance valid Health Certificate for medical care covering BOTH inpatient and outpatient care, as well as transportation of corpse, automatically renewable OR Registration Certificate in the General Healthcare System (GHS- GESY) and private Health Insurance for inpatient Health care and transportation of corpse
- ✓ Authorisation for payment by bank transfer (FIMAS)
- ✓ Statement of Insurable earnings of the employee
- ✓ *FORM YKA B-9*- Sponsor's certificate of contributions to the Social Insurance Fund
- ✓ Receipt of payment of the annual company fee to the Registrar of Companies
- ✓ *FORM I.R.25*- Income Tax Clearance Certificate for the previous year