

Law Offices of Prashanthi Reddy, PLLC

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NEW YORK, NY 10018

Fax: (212) 354-4581
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L1 CHECKLIST

1. Legal and trade name (if app): _____
2. Employer address: _____
City: _____
State/province, and postal code: _____
Country: _____
Phone number: _____
Fax number: _____
Email address: _____
3. Type of business: _____
4. Federal tax ID: _____
5. Date established: _____
6. Number of employees: _____
7. Number of employees on H-1B: _____
8. Gross annual revenue: _____
9. Name of person signing: _____
10. Title of person signing: _____
11. Worksite address: _____
City: _____
State/province, and postal code: _____
Country: _____
Phone number: _____
Fax number: _____
12. Title for proposed position: _____
13. Proposed salary: _____
14. Short description of the proposed description: _____

Documents required: Copy of brochures, tax returns, payroll information, bank statements, company lease, invoices, purchase orders, and contracts.

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Information about the beneficiary

1. Alien's last name:

First name:

Full middle name:

2. Country of citizenship:

3. Country of birth:

4. Date of birth:

5. Social security number (if app):

6. A# (if app):

7. I-94 number (if app):

Place of entry:

Date of last arrival:

Expiration date:

Date first entered into the USA in a H-1B:

8. Current immigration status:

9. Do you currently have a pending I-140:

If yes is it approved:

10. Do you currently have a pending I-485 Application:

11. Foreign address if applying outside the USA:

City:

State/province, and postal code:

Country:

City and country of nearest USA consulate:

12. Address if applying in the United States:

City:

State/province, and postal code:

Phone number:

13. Name of dependents on H-4:

I-94 expiration date:

Date of last arrival:

Date first entered on a H-4:

For Dependents

Do you currently have a pending I-485 Application:

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Documents Needed for L-1

Company Documents:

- Certificate of Incorporation or certificates of other forms of organization, such as LLC or PLLC or Limited Partnership documentation;
- Detailed statement of who owns the company: names of principals and their relative shares in the company; Proof of funds in the bank;
- Documentation regarding on-going business (if the company is already in business);
- Detailed statement regarding nature of company's business and principal clients;
- Copies of contracts, invoices and other documentation evidencing relationship between company and claimed clients (if applicable, i.e., the company has been doing business);
- Copy of lease and utility bills for office space and operations;
- A business plan for the company, including existing personnel (details of the positions) and anticipated staffing;
- Airway bills, bills of lading, repatriation of funds to parent company or transfer of funds from parent to US company
- Tax returns & financial statements of the company;
- Share Certificates to show relationship between both companies.

Parent Company in Foreign Country:

- Name of parent company and proof of its existence (including documentation such as Incorporation, registration documents);
- Names of principals of the parent company and their exact shares;
- Description of the organizational structure of the parent company, including total number of workers, the managerial and executive positions and the hierarchy of personnel structure;
- Passport copy, I-94 (if applicable) of the alien beneficiary who seeks to move to the United States;
- The nature of his work with the Parent Company, specifically his job duties and his position in the managerial or executive structure of the company;
- Exact dates of his employment and proof of the same (either a letter from parent company and/or salary details and documentation, such as personal tax returns, pay stubs, etc);
- The proposed duties of the alien beneficiary with the US company;
- Recent balance sheets and tax returns of the company;
- Copy of recent bank statements;
- Payroll journals of the company;
- Copy of the lease/sale deed of the premises & warehouses of the company;
- Copy of partnership deed (if applicable);
- Copy of registration and license certificates;
- Invoice, bills of lading, credits, receipts, etc