

# WORK PERMIT FOR ICT WORKERS

## List of documents

| No. | Title of document  | Page No. |
|-----|--|----------|
| 1   | Application from the recipient of the service  |          |
| 2   | Proof of the legal empowerment of the recipient of the service   |          |
| 3   | Certificate of registration at the trade registry office, in <b>original and copy</b>  |          |
| 4   | Tax attestation issued by the Public Finance Administration where the employer has its headquarters, regarding the payment of the obligations to the state budget for the last quarter   |          |
| 5   | Certificate issued by the Trade Registry confirming that no records have been recorded the opening of bankruptcy proceedings, in copy and original, or another document issued by the Romanian authorities competent to show that the beneficiary of the service is the branch, subsidiary or representative of the Romania of the undertaking from which the posting is made  |          |
| 6   | Copy of the document attesting the registration or registration in the third country of the undertaking from which it is made posting, translated and authenticated under the law  |          |
| 7   | Copy of the contract or individual employment contracts registered with the competent authorities of the country of origin, translated and authenticated under the law (attesting at least 6 months of uninterrupted service within the posting company in the the period immediately preceding the request for the posting notice - for senior executives and specialists; at least 3 uninterrupted months in the company - for trainees)   |          |
| 8   | Attestation of studies necessary for the occupation of the position for which the authorization is requested work, issued by the Ministry of Education, Research and Youth, under the conditions provided by the legislation in the field, or a diploma issued by accredited education institutions in Romania   |          |
| 9   | Copies of documents attesting to vocational training obtained outside the educational system or, as the case may be, professional experience, translated and legalized (in case of posting as a specialist, you must provide proof experience of at least 3 years, relevant to the fields of activity, techniques or management of the activity the recipient of the service)  |          |
| 10  | Declaration by the foreigner on his / her own responsibility that he / she is medically fit to work and that he or she has minimal knowledge of Romanian or knows an international language  |          |
| 11  | Curriculum vitae and two 3/4 photos of the foreigner, which may also contain the foreigner's declaration that he / she is medically fit for work and that he or she has minimal knowledge of Romanian or knows a language of movement ( <b>in this case the document document specified in the point above</b> )   |          |
| 12  | Documents attesting to obtaining professional qualification in Romania or another EU Member State required to occupy the position (when applicable)  |          |
| 13  | Documents translated and authenticated under the law which show that the recipient of the service and the undertaking from which the posting is made is directly or indirectly affiliated  |          |
| 14  | Copy of the act of posting, translated and authenticated under the law, including inscriptions to: the duration of the transfer within the same company, with a distinct indication of the periods of posting within the territory of each Member State of the European Union, as well as the registered office or business premises of the entity or entities to which the post is to be posted, the position to be occupied by the foreigner during the transfer within the same company, respectively a management, specialist or trainee employee; his salary and periodicity, as well as others working conditions and employment required during the same company transfer; the surrender of the foreigner to the posting enterprise or to another established enterprise, in a third country belonging to the same group of undertakings, upon completion of the transfer within the same company |          |
| 15  | Foreigner's judicial record in the country of residence, translated and authenticated under the law  |          |
| 16  | Employer's criminal record   |          |
| 17  | Copy of valid border crossing document   |          |

Date of taking the dossier \_\_\_\_\_ scheduling date \_\_\_\_\_  
 Worker's signature \_\_\_\_\_ Applicant's signature \_\_\_\_\_

Issued permit no. \_\_\_\_\_ / \_\_\_\_\_, handed on \_\_\_\_\_ / \_\_\_\_\_.\_\_\_\_\_

Received tax notice with receipt no. \_\_\_\_\_ / \_\_\_\_\_.\_\_\_\_\_.

Worker's signature \_\_\_\_\_ Applicant's signature \_\_\_\_\_