

Documents required to obtain an employment permit for an ICT worker

1. reasoned request
2. proof of the legal power of attorney of the person who represents the beneficiary of the provision of services before the IGI
3. the registration certificate or registration in the trade register, in the original
4. the fiscal attestation certificate issued by the public finance administration in whose territorial scope the company has its registered or professional headquarters or, as the case may be, the domicile of the employer, regarding the payment of obligations to the state budget
5. copy of the document certifying the registration or registration in a third country of the company from which the posting is made, translated and legalized
6. copy of the foreigner's individual employment contract or contracts, registered with the competent authorities in the country of origin (which attests to at least 6 uninterrupted months of employment within the posting company, in the period immediately prior to requesting the posting notice - for management personnel and specialists and for at least 3 months uninterrupted within the company – for interns)
7. the certificate of recognition of the studies necessary to occupy the vacant job, issued by the Ministry of National Education, under the conditions provided by the legislation in the field, or the diploma of studies issued by accredited educational institutions in Romania
8. copies of documents certifying professional training obtained outside the education system or, as the case may be, certifying professional experience, translated and legalized in accordance with the law
9. the foreigner's self-responsible declaration that he is medically fit to be employed and that he has minimal knowledge of the Romanian language or knows a language of international circulation
10. the foreigner's curriculum vitae and 2 ¾ type photographs of him
11. copies of documents attesting to obtaining in Romania or another member state of the European Union the professional qualification necessary to occupy the vacant job, translated and legalized in accordance with the law, when applicable
12. documents, translated and legalized in accordance with the law, from which it can be concluded that the beneficiary of the provision of services and the company from which the secondment is made are affiliated directly or indirectly within the meaning of Government Ordinance no. 25 of August 26, 2014 regarding the employment and posting of foreigners on the territory of Romania and for the modification and completion of some normative acts regarding the regime of foreigners in Romania
13. copy of the secondment act, translated and legalized in accordance with the law, which includes mentions regarding: the duration of the transfer within the same company, with a distinct mention of the periods of secondment on the territory of each EU member state, as well as the registered office and professional of the entity or entities to which the secondment is made; the position (specifying the COR code) that the foreigner is to occupy during the transfer within the same company, respectively management staff, specialist or trainee employee; the salary and the periodicity of its payment, as well as other work and employment conditions provided for

during the transfer within the same company; the return to work of the foreigner at the company from which the secondment is made or at another company established in a third country belonging to the same group of companies, upon completion of the transfer within the same company

14. the foreigner's criminal record or other document with the same legal value, issued by the authorities of the country of origin or residence, translated and legalized in accordance with the law.

15. the criminal record of the beneficiary of the provision of services

16. copy of the foreigner's valid border crossing document

17. fee