



NORDIC RELOCATION GROUP

Agreement regarding prioritized procedure for applications of work- and residence permit application for non-EU citizens

Nordic Relocation Group AB (556632-5550) below called NRG and _____ have agreed that NRG, when so applicable, shall use the Certified process for non EU citizens when applying for work/residence permits at the Swedish Migration Board for employees at _____.

The following conditions are mandatory for a prioritized application process:

- NRG must have a power of attorney from _____ to act on its behalf regarding immigration matters
- NRG must have a power of attorney from the employee to act on his/her behalf regarding immigration applications
- "The Offer of Employment"-form (OOE), will be filled in on the Migration Board's web site by NRG with support of template that has to be completed by the employer.
- The employer has to advertise the position publicly in Sweden and EU for a minimum of 10 days (only mandatory if it is a new hire with Swedish contract).
- In the OOE, section "**Opinion from relevant union**" on page 4 must be signed and approved without any reservations whatsoever by relevant union. It means that no other statement is accepted than "**The conditions are not worse than the conditions stipulated under collective agreements or practice within the profession or industry**". The Offer of Employment form has to be complete – all information required needs to be given. NRG will request the statement from relevant union on behalf of _____.
- The position has a minimum salary of SEK 13 000/month
- NRG must have a copy of a valid passport from the employee
- The application fee will be paid by NRG and debited when invoice is sent after each decision received from the immigration office

For companies within the following sectors:

- Cleaning services
- Hotel and restaurants
- Service
- Building and construction
- Staffing
- Trading
- Agriculture and forestry
- Automobile repair
- New companies in all business sectors



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In addition to the criteria above the application should include:

- documentation of paid salaries and signed insurances plus paid employers' fees when the company has hired non-EU citizens before
- documentation on how the company will be able to guarantee salary payments for at least three months onwards
- documentation that shows that the employee has been informed of the offered employment terms and of the nature of the work

More information regarding these specific criteria can be found on the Migration Board web site, www.migrationsverket.se

Added criteria for an extension application

Please observe that the criteria above should be fulfilled irrespective of whether the application is a first time application or an extension (except the advertisement requirement which is only for a first time application). For an extension application the following also need to be included:

- OOE template for the extension period, completed by _____
- Copy of your current permit
- All pay slips for the current year
- All income statements for the period of stay in Sweden completed in a template from NRG
- All income statements for each year in Sweden (Kontrolluppgift, KU)
- Specification of income statements from the tax office for each previous year in Sweden
- Hiring certificates from all employers during your time in Sweden including initial salary.
- Proof of insurance from your previous and current employers including health, life, occupational injury and pension insurance

Criteria regarding application for family member/s

Direct family members (spouses and children - up to 20 years old) can be included in the application, this is also our recommendation as handling times with divided applications have extended process times. Condition to process dependents in the applications are:

- the application for the family member/s and the employee is done at the same time
- copy of the family member/s passport is attached
- marriage certificate for husband/wife and birth certificate/s for child/ren are attached and translated to English or Sweden by authorized translator
- approval from the other parent/legal guardian is attached to the application if the other parent/legal guardian is not accompanying to Sweden
- the application fee is paid



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This agreement is valid as long as NRG is certified by the Swedish Migration Board.

On behalf of Nordic Relocation Group

On behalf of

Date and place

Date and place

Signature

Signature

Name in block letters

Name in block letters