

Notification procedure for the short-term mobility of intra-corporate transferees (ICT) – instructions for undertakings

With the entry into force of the implementation act for the transposition of the European Union's directives on residence, the Federal Office has been tasked with receiving notifications on short-term mobility in accordance with 19c of the Residence Act (AufenthG).

The notification is to be sent by the branch in the first EU Member State, i.e. the branch or the undertaking in the EU Member State in which the residence permit "ICT Card" or "ICT" has been granted to the employee. A cloud solution is used for the technical implementation of this procedure.

1. Registration of the undertaking with the Federal Office

For the branch in the first Member State to use the procedure, it first has to register with the ICT National Contact Point, notifying it that it intends to lodge a short-term mobility application.

This is done by sending an informal notification to the following e-mail address:

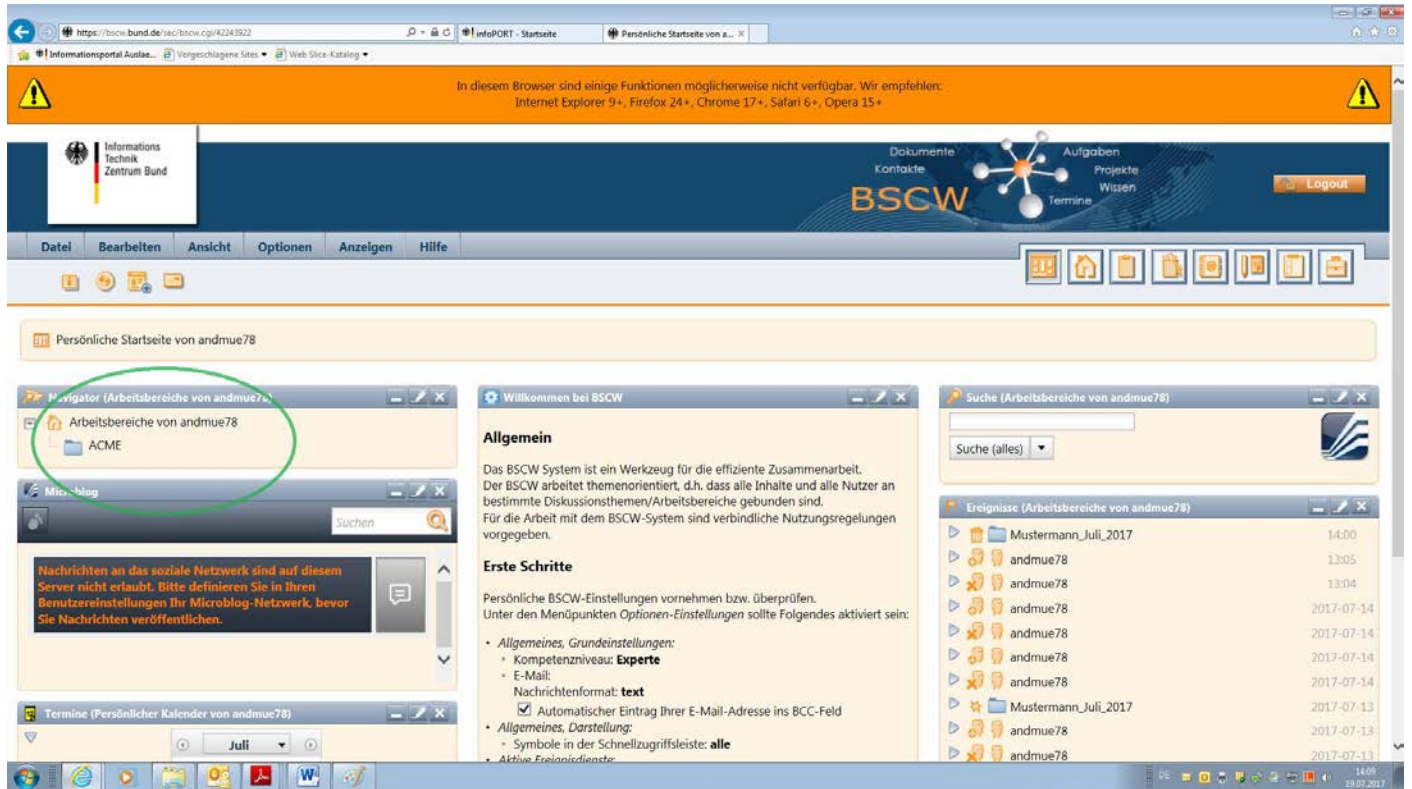
ict@bamf.bund.de

We kindly ask you to name only one staff member per branch as the contact person for intra-corporate transfers in order to keep this procedure as simple as possible.

2. Registration of the responsible staff member on the BSCW server

Once the Federal Office has received the e-mail, an account is created providing access to the BSCW server. This account can be used to transmit the necessary documents. The branch in the first Member State receives a link with which the registration can be finalised. The staff member in question now has access to a dedicated folder on the BSCW server for the undertaking. Access to the BSCW server continues to be possible once the notification has been made, so that it can be used for further notifications.

Figure 1: User welcome page showing the shared folder of an undertaking named ACME. The other boxes can be ignored; they are only used for tailoring to user preferences.



3. Transmission of the required documents

The branch lodging the application creates a sub-folder in the shared folder with the name of the employee who would like to come to Germany as an intra-corporate transferee.

Figure 1: Use the “Add Folder” button to create a new sub-folder

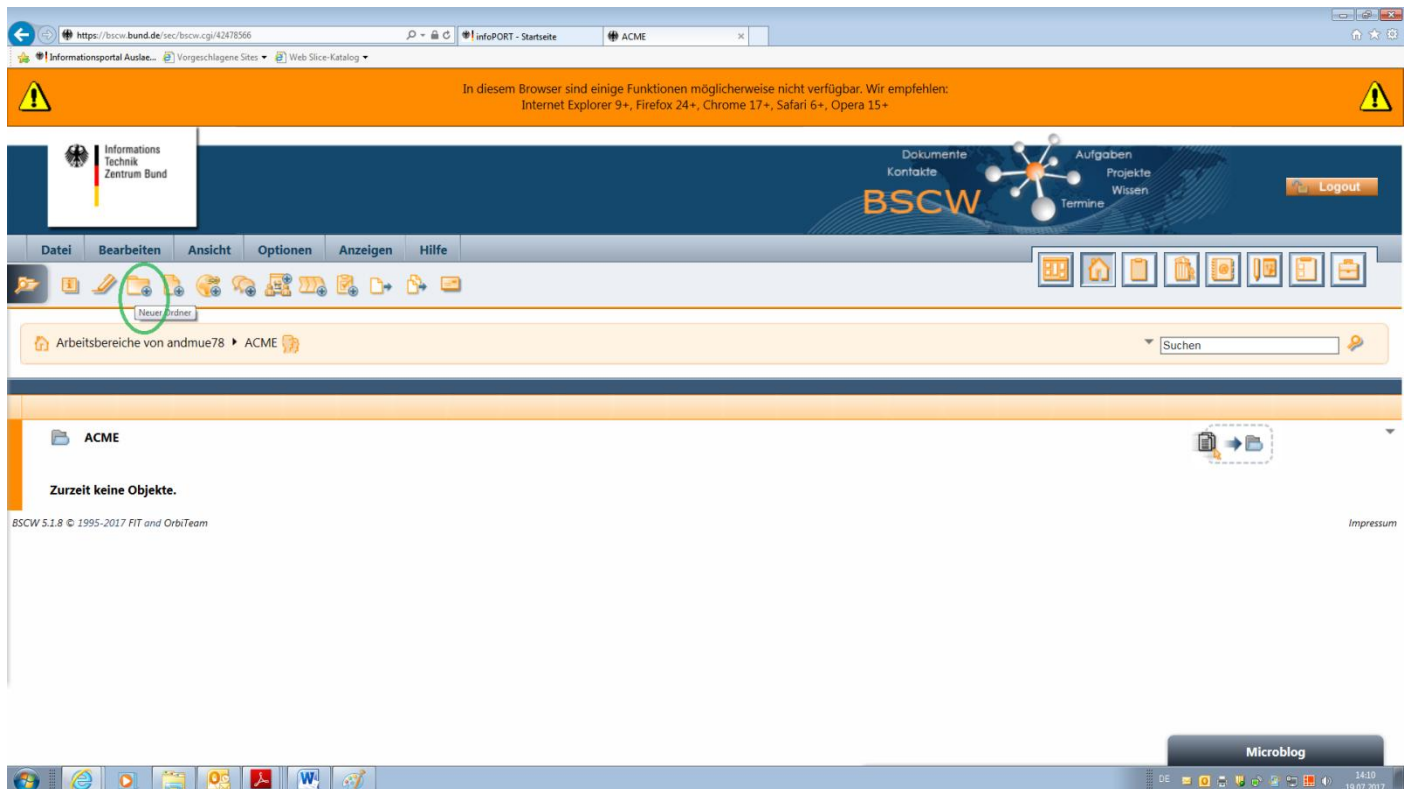


Figure 3: The new sub-folder is named after the Intra-Corporate Transferee for whom the notification is to be made, plus the month and the year of the application; in the present example this is “Mustermann_Juli_2017”.

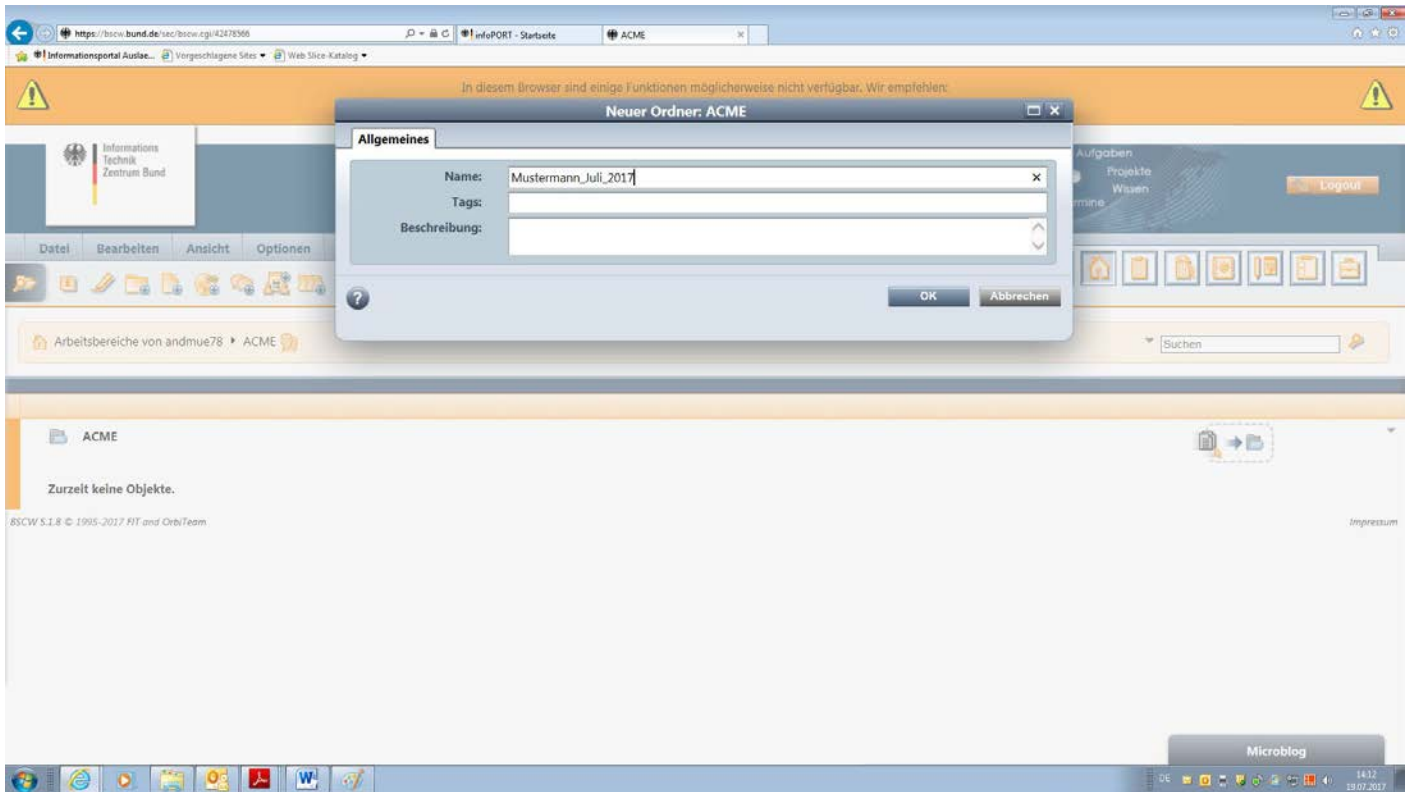
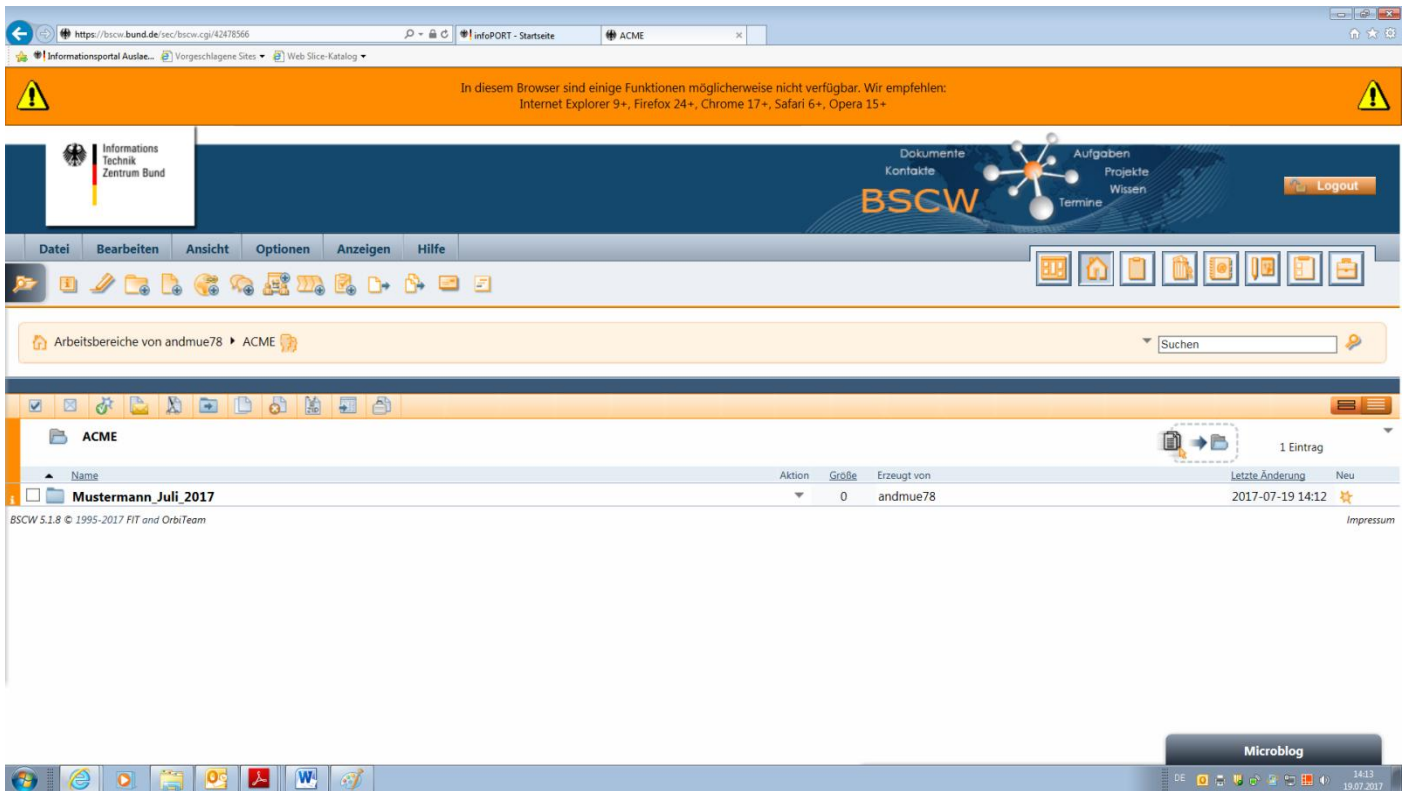


Figure 2: After the folder for the employee has been created, the user’s template looks like this. The user then clicks on the folder for the employee, thus activating the new folder.



The branch filing the application uploads the following documents into the folder (in PDF format):

1. Duly completed ICT notification form (the form can be downloaded from the Federal Office's website -> Migration to Germany -> Working in Germany -> Citizens of third countries -> Intra-corporate transfer). The form has to be completed and saved electronically. **The form should not be printed out and scanned.**
2. an electronic copy of the employee's passport
3. an electronic copy of the residence title issued by the first Member State
4. an electronic copy of the employment contract and where appropriate of the statement of secondment, as well as
5. documentation confirming that the branch in Germany is part of the same group of companies as the branch for which the employee is working in the third country.

The documents must be named consistently according to the following structure: "Surname_Document" (example: Other_Passport.pdf).

Figure 5: The documents are selected in the local folder and dragged into the drag&drop field on the right-hand side of the screen so that they can be uploaded.

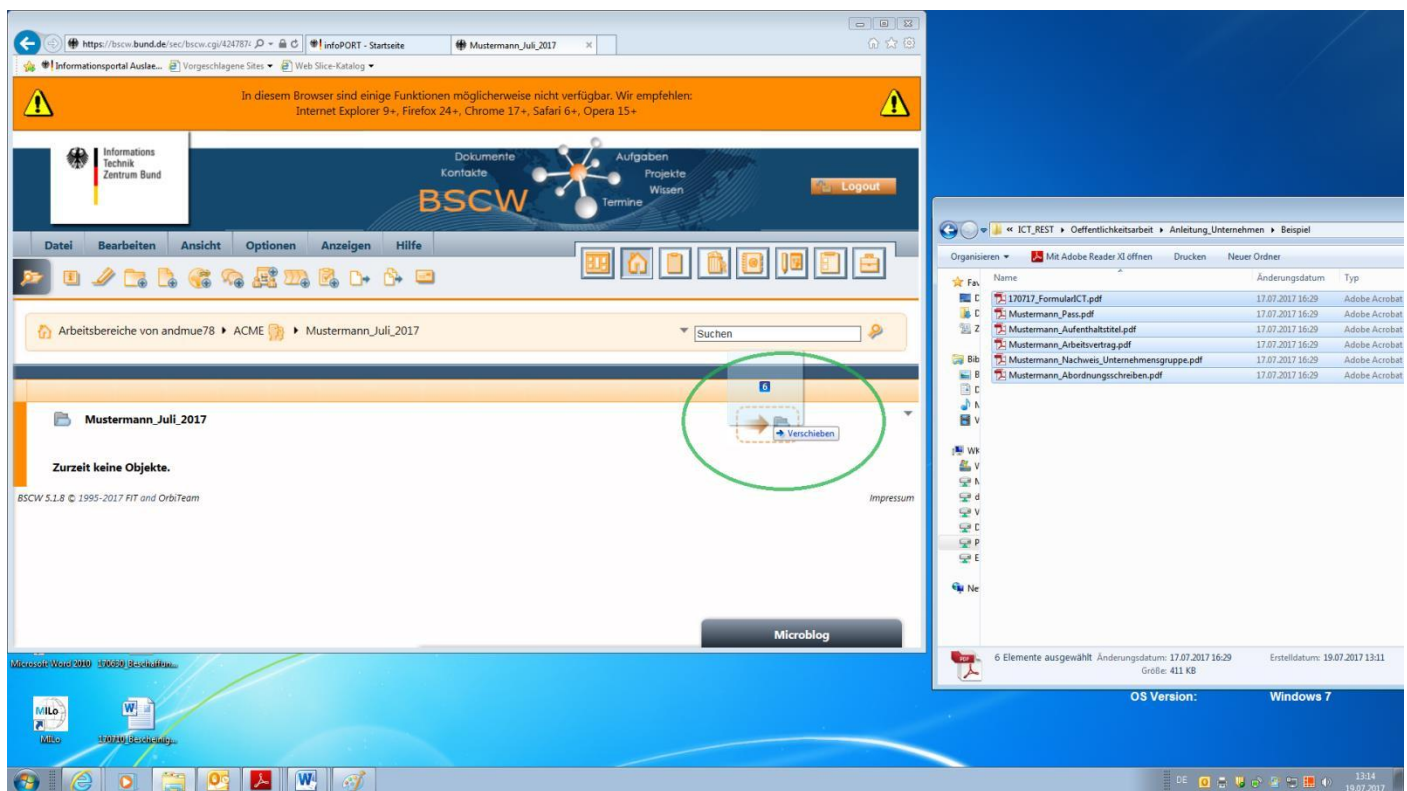
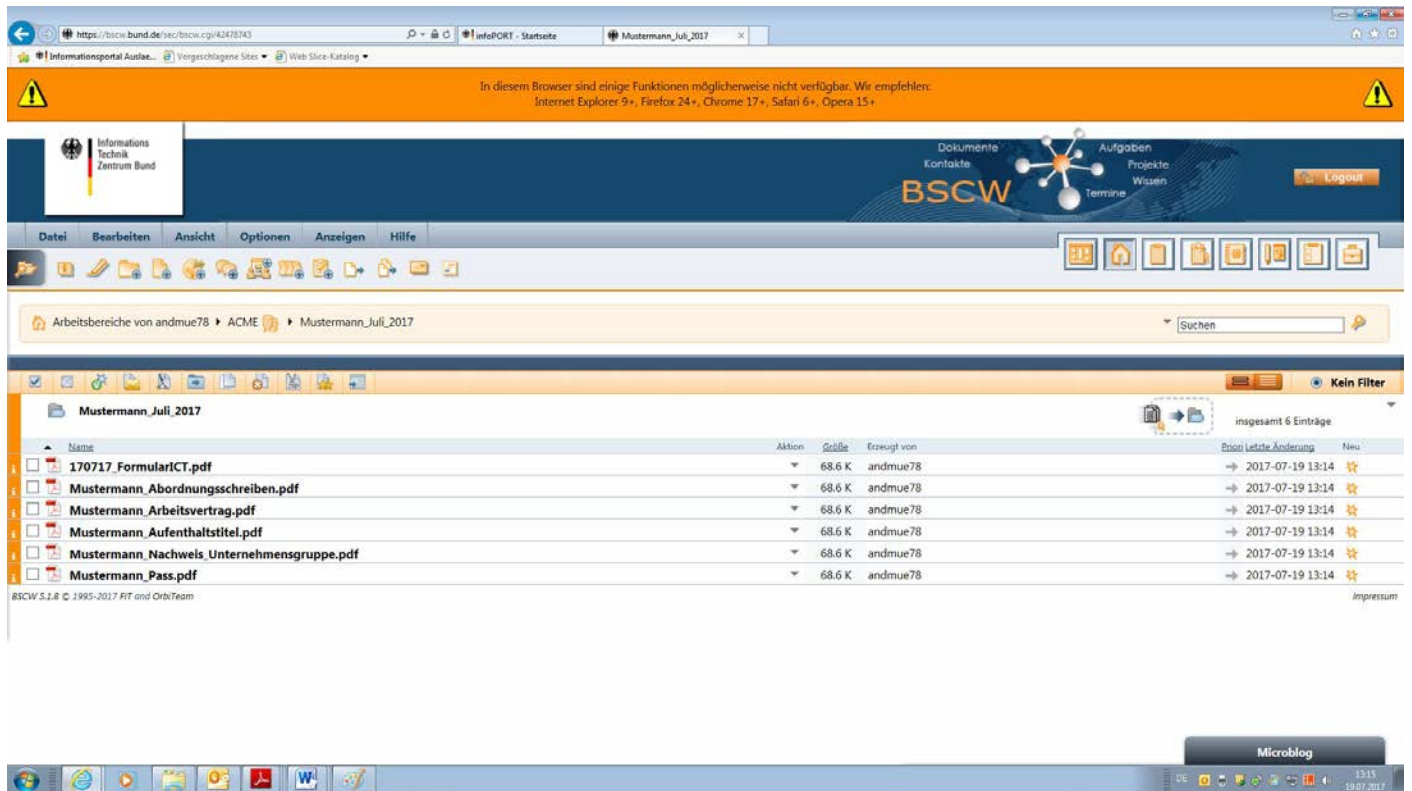


Figure 6: All the documents have been uploaded.



4. Completion of the notice

After having uploaded all the necessary documents into the folder, a message has to be sent to ict@bamf.bund.de stating that the mobility notification for “Mr Other” has been uploaded in full; the name of the folder also has to be indicated in the message.

5. Processing of the application at the Federal Office

The Federal Office will not verify the notification for its completeness and initiate the subsequent procedural stages until receiving this message. If the notification received is complete, the Federal Office will inform the branch of the company with regard to the immigration authority that is responsible for it, as well as quoting the relevant reference number for the notification. This may take between one and three days, depending on the staff workload.