



**Bernstein Osberg-Braun & de Moraes**  
**immigration attorneys**

**L-1 QUESTIONNAIRE: EMPLOYER**

**INFORMATION ABOUT THE EMPLOYER**

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Prospective Employee Name: \_\_\_\_\_

Address where employee will work (if different):  
\_\_\_\_\_  
\_\_\_\_\_

Tel #: \_\_\_\_\_ Year business established \_\_\_\_\_

IRS Employer I.D. Number: \_\_\_\_\_

Description of employer's business:

Nature of business: \_\_\_\_\_  
\_\_\_\_\_

Number of employees: \_\_\_\_\_

Gross annual income: \_\_\_\_\_

Net annual income: \_\_\_\_\_

Job Title: \_\_\_\_\_

Number of employees the beneficiary will supervise: \_\_\_\_\_

Title of Person supervising beneficiary: \_\_\_\_\_

Requested employment start date: \_\_\_\_\_

Wages per week/per year: \_\_\_\_\_

Is this a full time position? \_\_\_\_\_

If no, hours per week: \_\_\_\_\_

Name and title of person signing the Petition on behalf of the employer:

\_\_\_\_\_

## EMPLOYER DOCUMENT CHECKLIST

### From the Company Abroad:

\_\_\_\_\_ Incorporation Documents/Partnership or Joint Venture Agreement

- Articles/Memoranda of Incorporation
- Bylaws
- Stock certificates/ledger
- Name change/registration

\_\_\_\_\_ Applicable business permits/licenses/registration.

\_\_\_\_\_ Company annual report/marketing brochure/resume.

\_\_\_\_\_ Lease/deed; mortgage or rent receipts.

\_\_\_\_\_ Organizational chart (if large company, then managerial/divisional structure; smaller companies - include structure by individuals); include #employees, names of divisions; include how U.S. company fits into overall structure.

\_\_\_\_\_ Copies of advertisements.

\_\_\_\_\_ \*Sample invoices or contracts (5-10, indicating trade in goods or services, preferably orders transacted with various countries; average or largest orders).

\_\_\_\_\_ Trade references.

- \_\_\_\_\_ Articles, promotional materials about the company, its products, services or key people.
- \_\_\_\_\_ Recent company tax return or financial statement.
- \_\_\_\_\_ Copies of awards, memberships or special achievements by the company or key personnel.
- \_\_\_\_\_ Payroll records.

**\*Note: All documents must be accompanied with its English translation\***

**From the U.S. Entity:** (Only applies to new corporations, less than one year old).

- \_\_\_\_\_ Incorporation Documents/Partnership/Jt. Venture Agreement.
- \_\_\_\_\_ Branch qualification to do business in U.S. or state.
- \_\_\_\_\_ Applicable business permits/licenses/registration.
- \_\_\_\_\_ Company annual report/marketing brochure/resume.
- \_\_\_\_\_ Lease/deed; mortgage or rent receipts.
- \_\_\_\_\_ Organizational chart (if large company, the managerial/divisional structure; smaller companies - include structure by individuals); include #employees, names of divisions; include how other U.S. companies fit into overall structure.
- \_\_\_\_\_ Copies of advertisements.

\* Do not include items that would be confidential or proprietary to the company.

- \_\_\_\_\_ Sample invoices or contracts (5-10, indicating trade in goods or services, preferably orders transacted with various countries; average or largest orders).
- \_\_\_\_\_ Trade references.
- \_\_\_\_\_ Articles, promotional materials about the company, its products, services or key people.
- \_\_\_\_\_ Copies of awards, memberships or special achievements by the company or key personnel.
- \_\_\_\_\_ Comprehensive Business Plan.