



SELITE INT'L

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WHO WE ARE AND WHAT WE DO

SÉLITE INT'L is a Spanish company which from 1993 have been giving relocation and legalization services to expatriates.



WHAT WE GET?

SÉLITE INT'L is a Spanish Company which have been giving relocation and legalization services to expatriates.

Our services have resulted in countless organizational and economic benefits both for the expatriate and her/his company.

The expatriate and his family's integration at work and in their new place of residence and surroundings is accomplished in the shortest possible time.



HOW WE DO IT?

- Contact by email, telephone, Web or fax.
- Acting orders.



ORDER OF PROCEEDINGS PRIOR TO ARRIVAL

- Contact before prevue a la expatriation. Presentation.
- Questionnaire by e-mail in order to know their needs.
- Request a copy of your passport.
- We handle all the legal requirements for joining the company in Spain. No community:
 - Ask for documentation to business application form Work Permit.
 - Application to the labor authority for the permit to work.
 - Advice, monitoring and support of visas.
- Pre-arranged all the services you need on arrival.

ORDER OF ACTIONS DURING THE EXPLORATORY TRIP

- Welcome at the airport and back to the hotel.
- Tour guidance on possible areas of permanent residence.
- Visits to potential houses.
- Opening of bank accounts for non-residents.
- Application for Certificate of Residence Community (NIE).

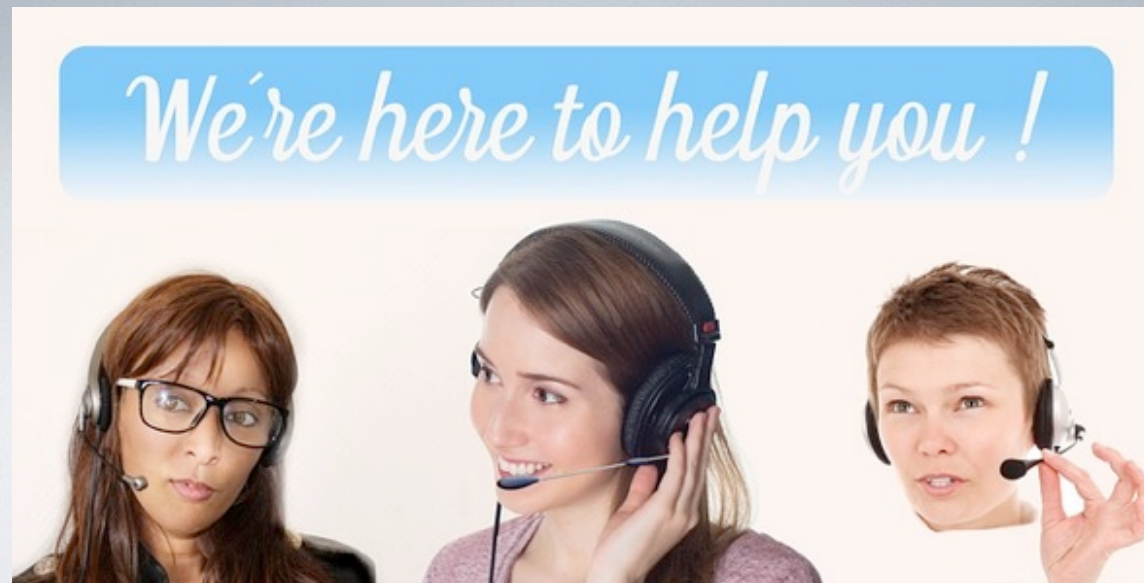


ORDER OF ACTIONS FROM THE FINAL ARRIVAL

- Delivery of temporary housing.
- Making one or more routes (depending on needs) until the expatriate choose his/her new home.
- Formalization of the contract including utilities.
- Finish the contract for temporary house.
- City Council Registration.
- No Community: application for residence cards (employee/family).
- Application of medical cards (employee/family).
- Residence bank account.
- Any other service required for integration (employee/family).

ORDER OF ACTIONS DURING THE STAY

- Renewal of permits, cards or certificates.
- Any other legal service as return permits (when residence cards are expired or in renewal process) or documents certification for other countries.
- Continued service (our lines of communication are always open during your stay in Spain for any situation which could arise).
- Foreign visas.



ORDER OF ACTIONS AT THE END OF THE STAY



- We communicate to public institutions the end of the stay in Spain.
- Check the house.
- Deposit management.
- Disconnection of utilities and cancellation of services.
- Closing bank accounts.
- Withdrawal from registration in civil registry.
- When necessary, management of the required documentation for the future destination (visas, certifications, reports, document certification, etc.).

LEGALIZATION

- Work and residence permits.
- European residence.
- Student cards.
- Renewals.
- Foreign visas.
- Nationalities.
- Documents certification.

Advantages:

- Fast appointments.
- Displacements.
- Documents in 24 hours.
- Minimize disorders.

RELOCATION

- Personal home search.
- Supervision of furniture and fixtures transportation.
- Formalization of the lease agreement.
- Utilities connection/change (water, electricity, gas).
- School searches.
- Civil registration with local authorities.
- Social Security health insurance registration.
- Private insurance.
- Bank accounts.
- Special services like meeting at the airport and accompanying to the hotel or tours along the city.

RELOCATION DETAILS

- We offer a wide range of services related to housing, schools and schedules, in order to make moving as easy as possible for the expatriate and their family.
- We offer fixed price quotes, independent of the type of housing or location desired by the employee or the number of tours required to find his/her new home.
- We choose homes from our own portfolio to avoid resorting to real estate agencies whenever possible and, in this way, minimize costs.
- We handle the requirements related to both short-term (less than 6 months) and long-term stays.
- We stay in contact with the landlord and tenants after the contract is signed to intervene in any problem which may arise related to the home.

OUR CLIENTS

The activity sectors of our clients:

- Consulting
- Outsourcing
- Tobacco industry
- Schools
- Professional services
- Investment services
- Cinematographic production companies
- Medicine
- Banks
- Audit
- Chemical
- Legal
- Hotels
- Distribution
- Messenger service
- Insurance companies



- Automobiles
- Port logistics
- Pharmaceuticals
- Petroleum
- Computer solutions
- Engineering



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