



Embassy of Hungary  
New Delhi

Applicants name:.....

Reference number:.....

## RESIDENCE PERMIT FOR THE PURPOSE OF INTRA-CORPORATE TRANSFER

SUBMITTED

GENERAL ENCLOSURES	YES	NO
Duly filled and signed application form for residence permit and Appendix 9.10. –find it on the website of National Directorate-General for Aliens Policing of Hungary : <a href="http://oif.gov.hu/forms">http://oif.gov.hu/forms</a>		
Valid passport and the previous (old) passports (at least 2 blank pages in the valid passport are needed and the passport has to be issued within the previous 10 years). The validity period of the valid travel document must have at least three months remaining at the time the authorized duration of residence expires.		
Statement undertaking the commitment of voluntary exit if the residence permit will expire		
Valid travel insurance		
Police Clearance Certificate		
Bank statement of the last 6 months		

DOCUMENTS EVIDENCING THE PURPOSE OF RESIDENCE (MANDATORY)	YES	NO
Work contract between you and the business enterprise established in a third country (parent company) or a letter of commission		
Evidence that the Hungarian host entity and the business enterprise established in a third country (parent company) belong to the same company or group of companies		
A document issued by the hosting organization in Hungary that the manager, expert has the experience needed for intra-corporate transfer (a minimum 3-month employment at the parent company)		

DOCUMENTS EVIDENCING SUBSISTENCE	YES	NO
Work contract		
Letter of commission		
Bank account balance statement for the coverage of travel costs (mandatory)		

DOCUMENTS PROVING THE EXISTENCE OF HUNGARIAN ACCOMMODATION	YES	NO
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A residential lease contract or		
A document on accommodation by courtesy, and the consent of the usufruct beneficiary (if the property is burdened by usufruct) or		
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Documentary evidence to verify the reservation of accommodation and payment or		
A notarized statement made by a family member providing the accommodation, promising lodging to the applicant or		
A real estate sales contract and a copy of the decision of the competent Budapest or county government agency granting permission for the acquisition of a real estate property.		

**Note:**

- ***Only original documents are accepted.***
- ***Please bring one extra set of Photocopy of all the documents you wish to submit. Also bring full copy of the valid passport.***
- ***The Embassy reserves the right to request further documentation.***

Contact of applicant (Tel): \_\_\_\_\_ Email: \_\_\_\_\_

Signature (applicant) : \_\_\_\_\_ SO Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_