

INTRA COMPANY TRANSFER PERMIT PROCESS MAP

STEP 8: POSTED WORKER NOTIFICATION (if applicable)

Any assignees posted to Sweden who will be working for longer than five days must be registered with the Swedish Work Environment Authority within this time. The Swedish Tax Agency must also be notified of the employment no later than the 12th of the month after the calendar month when the employment started.

STEP 7: LOCAL REGISTRATION & PIN

Once the applicant (and family) have arrived in Sweden, they must register with the tax authorities (Skatteverket) to obtain the PIN (Personal Identification Number) or co-ordination number (depending on circumstances).

Processing time: 3-5 weeks

STEP 6: ENTRY TO SWEDEN

Once the assignee receives the ICT permit card, would be able to travel and enter Sweden. The assignee can begin working immediately.

STEP 5: BIOMETRICS

The assignee visits the embassy or consulate to complete the biometrics procedure.

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and company documentation.

STEP 2: OOE APPLICATION

FGI completes the offer of employment procedure by applying with the Swedish Standard Classifications of Occupations (SSYK) website. Processing time: 1-7 days

STEP 3: TRADE UNION OPINION

The offer of employment is then checked with the Trade Union opinion for its approval by FGI. Processing time: 2 weeks

STEP 4: ICT PERMIT APPLICATION

The application is submitted to the Migration Board in Sweden. Processing time: 18 weeks

