



1 Assessment / Selection

2 Package Preparation & Presentation to the Employee

Employee confirms their approval to the movement and the agreement is formalized with the signature of the Letter of Assignment

- International Mobility Coordinator**
 - Debriefing call about the policy, the process and the package
- Tax Advisor**
 - Tax briefing
- International Mobility Coordinator + Relocation Provider**
 - Relocation briefing
- International Mobility Coordinator**
 - Expatriation terms & conditions
 - In this part of the process the Employee has the opportunity to raise all their questions

Deployment Steps

- Immigration
- Shipment of household goods
- Destination services (schooling, house search, ...)
- Health insurance registration
- Local facilities management WITH THE SUPPORT OF THE HOST SITE (computer, phone, badge, transportation, ...)

3



Your International Mobility Journey

4

Start date of the expatriation

Expatriation Period

5

6

7 End of assignment

- What's next?**
- Repatriation
 - Localization
 - Extension when possible as per policy or legal rules of the country.

Relocation consultant
Assisting all along for:

- Immigration documents renewal
- Remboursement of recurrent expatriation expenses

Tax provider

- Tax return and reconciliation
- Social Security secondment renewal

International Mobility Coordinator

Annual package update with the compensation review output. Additional updates if there is a salary promotion or a change in the family situation during the assignment.

Business HR & Manager

They remain your reference contacts and manage your career and remuneration according to your home country procedure.