

Sagardoy & Abogados
Legal & Expāt

Legal services for Global Mobility



CONTENT

- Who we are
- Global Mobility team & goals
- Working method
- Scope of services
- Coordination of Global Mobility services
- Strategic and global management
- Relocation services
- Household goods Moving Services

WHO WE ARE

Experts in the following areas:

- Immigration & Nationality.
- Employment and social security related services.
- International tax law.
- Transferee's payroll (shadow payroll).



GLOBAL MOBILITY TEAM

Sagardoy Legal & Expat provides Global Mobility Services for over 20 years, supported by a team of more than **45 multilingual** and immigration fully focused experts (English, French, Arabic and Spanish).



OUR GOALS

- To ensure the **fulfillment of the immigration, tax, employment and social security regulations within Global Mobility** in conjunction with **the business goals**.
- To provide **time and cost effective services**.
- To work **flexibly** according to set protocols, with full clarity and transparency.
- To manage the **workload** each Global Mobility process entails for companies and employees.
- To ensure **High Service Level**.

WORK METHOD

- **Holistic approach** to International assignments.
- Assessment of **the client's needs** from a legal perspective analysing the specific case/project.
- Presentation to the client of the **different, viable and realistic alternatives** to choose the suitable options for the Business.
- **End-to-end team management and execution of the procedure.** Coordination with all stakeholders.
- Anticipation and **proactive approach** during the process.
- **Monitoring of the process in real time.**
- Tracking of the validity of the documents obtained and assessment , as required, of the renewal need.



OUR SCOPE OF SERVICES

LEGAL SERVICES

- Global mobility: immigration, employment, tax and social security in Spain.
- Management of visas to other countries.
- Coordination of migratory processes worldwide through our partners' network.
- General, global, strategic and adhoc services related to Global mobility process.

RELOCATION SERVICES

- Relocation assistance in Spain.
- Coordination of international Relocation projects with our partners abroad.
- On boarding programmes for new employees & families.

HOUSEHOLD GOODS MOVES SERVICES

- International and domestic household goods transport
- Storage; Customs clearance; Packing services; Insurance; etc.

COORDINATION OF GLOBAL MOBILITY SERVICES

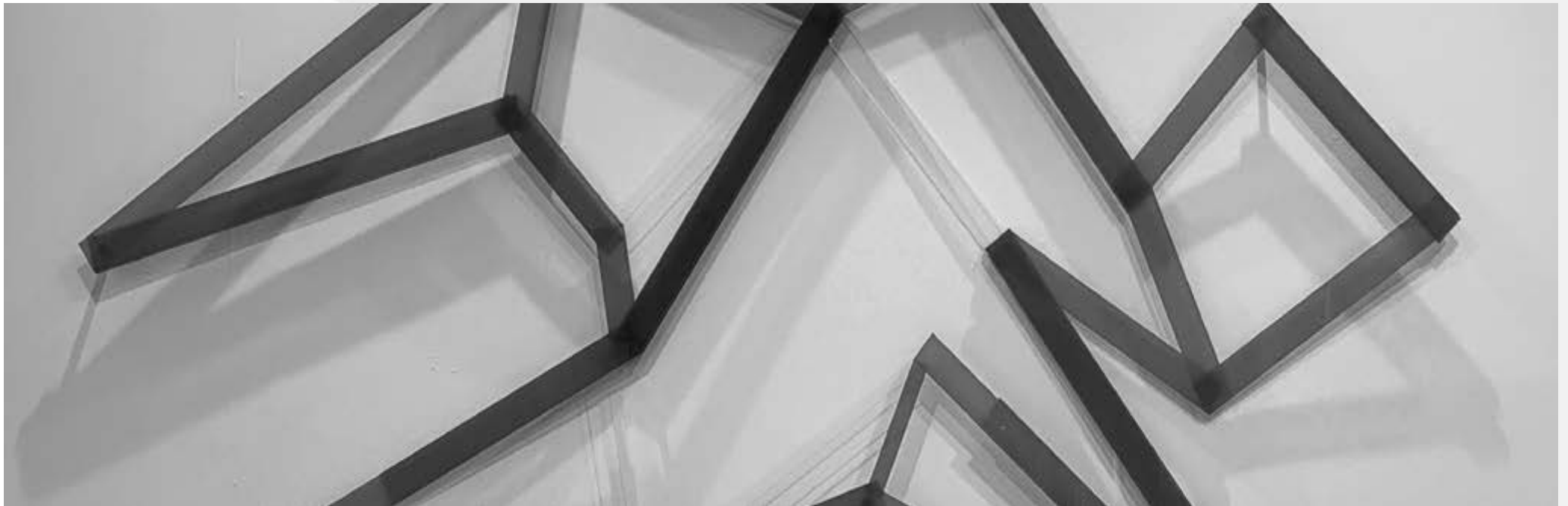
The Firm's coordinator will lead the process, being proactively accountable for providing the action plan and assigning tasks, as well as ensuring compliance in a timely manner.

Duties:

- To act as a single POC for all stakeholders.
- Selection of the Host country local mobility expert.
- Supervision of the strategy & process execution with the local partner in accordance with the agreed-on processes and protocols.
- Monitoring of the process in real time.
- Tracking of the validity of the documents obtained and assessment, as required, of the renewal need.
- Provision of invoices, including local partner fees in due time and form.

STRATEGIC AND GLOBAL MANAGEMENT

- Review of legal solutions/strategies in place linked to Global Mobility process.
- Design of global strategies related to legal solutions, aligned with the business goals.
- Definition & Implementation of good practice.
- Training.

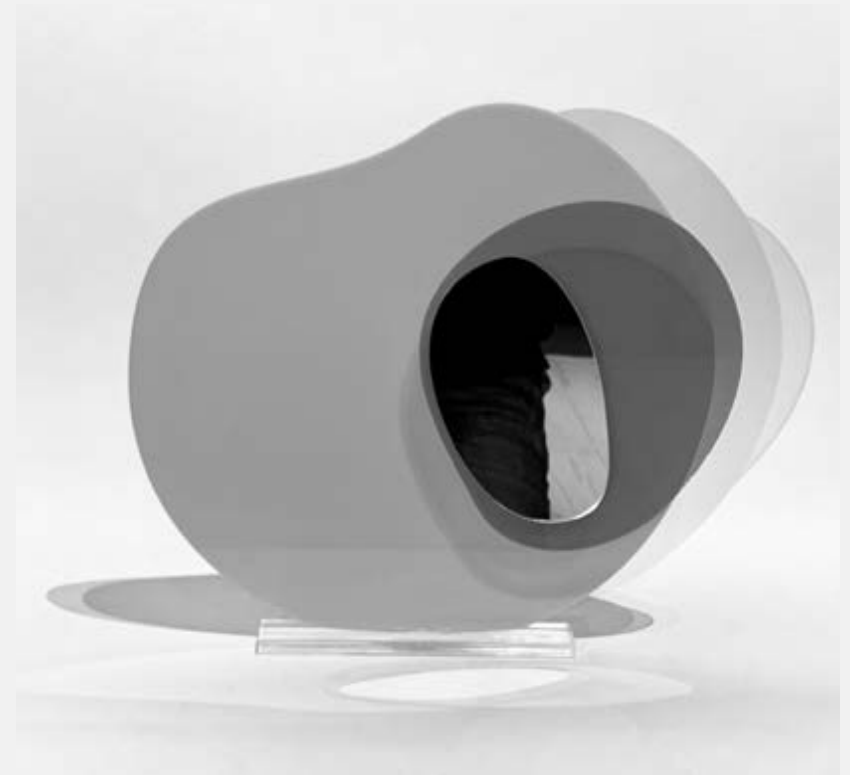


RELOCATION SERVICES

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IN PARTNERSHIP WITH

Steps
relocation



RELOCATION SERVICES IN SPAIN

- Counselling visit.
- Temporary accommodation, housing search and school search.
- Settling-in services, i.e., utility connection and private health insurance.
- Move-in management.
- Ad hoc services, i.e., support in finding household assistance, first shopping at the supermarket, car rental, furniture rental, etc.
- Language and cultural training.

HOUSEHOLD GOODS TRANSPORT

- International and Domestic Moves
- Worldwide coverage
- Storage
- Tailor-made moving projects



IN PARTNERSHIP WITH



Pre-move surveys

Consultation
Physical or virtual
Electronic inventory
Photos

Domestic and European Removals

More than 150 trucks & 1068 movers running all over Europe
Moves will be handled with same crew door/door
Professional staff

Worldwide Removals

Air freight
Sea freight

Storage

Climate controlled warehouses
Bonded warehouses
24/7 video surveillance

Additional Services

Customs clearance import/export
Handyman (electrician, plumber, carpenter)
Shuttle service
Crating
Heavy goods handling (e. g. safe, piano, grand pianos)
Car handling / transport
Fine art handling
Insurance



Single Point of
Contact



Overseas
Removals



Pre-Move
Consultation



Storage



Domestic /
European
Removals



Handyman



Airfreight



Insurance

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