

VISA REQUIREMENTS FOR MHQ PERMANENT PERSONNEL

1. Power of attorney and application duly authenticated.

Each page must have US\$4.00. (Four dollars) fiscal stamps, placed on the right superior part of the front side of the page. Both sides of the page can be used.

2. Two (2) photographs, identity card size. (no photocopy)

3. Photocopy of the applicant's passport. (Include all pages)

The copies can be in color and/or black and white, duly authenticated by a Panamanian public notary, or accompanied by a certificate issued by a diplomatic delegate accredited in the country or from the competent authority of the place of issuance.

4. Applicant's criminal record affidavit issued by his/her country of origin or residence.

In countries where this document is not issued, the applicant must present a certificate from a diplomatic or a consular delegate of his/her country of origin accredited in the Republic of Panama, in which the inexistence of such certificate is stated; and a sworn declaration before a public notary that he/she does not possess any criminal record.

5. Applicant's health certificate.

A health certificate issued by an authorized doctor in the Republic of Panama. This document must have been issued with at least three (3) months of anticipation from the date that the application is filed.

6. Sworn statement of the applicant's personal backgrounds.

7. Responsibility letter issued by the Multinational Headquarters Company signed by the Legal Representative or the person authorized for that matter.

Note: This letter must mention the following details:

- i. The name of the employee with his/her general information.
- ii. Designated Position.
- iii. Time frame of his/her contract.
- iv. Job description.
- v. Salary.
- vi. Country of the salary source.
- vii. Information of the employee's insurance company.
- viii. Name of the company responsible for the employee.

8. Collective or individual health insurance policy from an authorized insurance company in the Republic of Panama.

9. Certificate issued by the Technical Secretary of the License Commission of Multinational Headquarters Companies.

Notes applicable to all type of visas:

- The application and attached documents must be presented in original and one (1) set of copies.
- All foreign documents must be presented duly legalized.
- All documents in a language different from Spanish must be translated by a Public Translator with reference to the Resolution that certifies him/her as a translator in the Republic of Panama.
- Passports must have been issued at least three (3) months before the date that the application is filed.
- All Multinational Headquarters Companies visas applications, desistance and cancellations must be presented before the office of Multinational Headquarters of the Ministry of Commerce & Industries, at Edison Plaza, 3rd floor.
- Cancellations and desistance of other types of visas must be previously presented, to be able to apply for a Multinational Headquarters Company Visa, before the National Migration Services, at Peru or Ricardo J. Alfaro (Tumba Muerto) Ave., depending on the applicants' immigration status.

LEGAL FOUNDATION:

Law 41 of August 24 of 2007.

Executive Decree No. 320 of August 8 of 2008.

Executive Decree No. 291 of July 27 of 2009

VISA REQUIREMENTS FOR DEPENDENTS OF MHQ PERMANENT PERSONNEL

1. Power of attorney and application duly authenticated.

Each page must have US\$4.00 (four dollars) of the fiscal stamps, placed on the right superior part of the front side of the page. Both sides of the page can be used.

2. Two (2) photographs, identity card size. (no photocopy)

3. Photocopy of the applicant's passport. (include all pages)

The copies can be in color and/or black and white, duly authenticated by a Panamanian public notary, or accompanied by a certificate issued by a diplomatic delegate accredited in the country or from the competent authority of the place of the issuance.

4. Applicant's criminal record affidavit issued by his/her country of origin or residence. In countries where this document is not issued, the applicant must present a certificate from a diplomatic or consular delegate of his/her country of origin accredited in the Republic of Panama, in which the inexistence of the mentioned certificate is stated; and a sworn declaration before a public notary that he/she does not have any criminal records.

5. Applicant's health certificate.

A health certificate issued by an authorized doctor in the Republic of Panama. This document must have been issued with at least three (3) months of anticipation from the date that the application is filed.

6. Sworn statement of the applicant's personal backgrounds. (Dependent)

7. Responsibility letter issued by the Multinational Headquarters Company, signed by the Legal Representative or the person authorized for that matter.

Note: This letter must mention the following details:

- i. The name of the employee with his/her general information.
- ii. Designated position.
- iii. Time frame of his/her contract.
- iv. Job description.
- v. Salary.
- vi. Country of the salary source.
- vii. Information of the employee's insurance.
- viii. Name of the company responsible for the employee.

8. Letter showing economic solvency of the permanent personnel (work letter issued by the Multinational Headquarters Company), signed by the legal representative or person authorized for that matter.

Note: This letter must mention the following details:

- i. The employee's name with his/her general information.
- ii. Assigned position.
- iii. Time frame of his/her contract.
- iv. Job description.
- v. Salary.
- vi. Country of the salary source.
- vii. Indicate the Permanent Personnel and his/her dependent insurance company.**
- viii. Name of the company responsible for the employee.

9. Verification of Family relationship: Marriage certificate, birth certificate of the permanent personnel or birth certificate of the children or judicial confirmation of the parental guardian and upbringing, depending on the case.

10. Children or persons under the guardian and upbringing ages that are between 18 and 25 years old must also present:

- i. Studies certificate from an educational center, certifying that the dependent is a full time or regular student.
- ii. Unmarried status certificate. In countries where this certificate isn't issued, a sworn statement of unmarried status.

11. Letter granted by a foreigner with Permanent Personnel of Multinational Headquarters Companies visa assuming responsibility for his/her dependents.

This letter must mention all of the employee's general information, the name of the dependents, their family ties and dependents' insurance company.

12. Certificate issued by the Technical Secretary of the License of The Multinational Headquarters Companies Commission.

Explanation notes applicable to all type of visas:

- **The application and attached documents must be presented in both original and one (1) set of copies.**
- **All foreign documents must be presented duly legalized.**
- **All documents in a language different from Spanish must be translated by a Public Translator with reference to the Resolution that certifies him/her as a translator in the Republic of Panama.**
- **Passports must have been issued at least three (3) months before the date that the application is filed.**

- **All visas applications, desistance and cancellations of MHQ companies must be presented before the Office of Multinationals Headquarters Companies of the Ministry of Commerce & Industries, at Edison Plaza, 3rd floor.**
- **To be able to apply for a Multinational Headquarters Company Visa, cancellations and desistance of other types of visas must be previously presented, at the National Migration Services, Peru or Ricardo J. Alfaro (Tumba Muerto) Ave, depending on the applicants immigration status.**

LEGAL FOUNDATION:

Law 41 of August 24th of 2007.

Executive Decree No. 320 of August 8th, 2008.

Executive Decree No. 291 of July 27th, 2009.

**DESISTANCE REQUIREMENTS FOR THE PERMANENT PERSONNEL OF THE
MULTINATIONAL HEADQUARTERS COMPANY, DEPENDANT OF PERMANENT
PERSONNEL OF THE MULTINATIONAL HEADQUARTERS COMPANY AND
TEMPORARY PERSONNEL OF THE MULTINATIONAL HEADQUARTERS COMPANY
VISAS**

1) Power of attorney and application duly authenticated.

Each page must have US\$4.00 (four dollars) fiscal stamps, placed on the right superior part of the front side of the page. Both sides of the page can be used.

The application must mention the following details:

- Name of the employee and his/her general information.
- The Multinational Headquarters Company responsible.

1. Original and photocopy of the Migration identification card.

In the event that the personnel of the Multinational Headquarters Company have dependants, he/she must also present their migration identification card.

Explanation notes applicable to all type of visas:

- **The application and attached documents must be presented in both original and one (1) set of copies.**
- **All foreign documents must be presented duly legalized.**
- **All documents in a language different from Spanish must be translated by a Public Certified Translator with reference to the Resolution that certifies him/her as a translator in the Republic of Panama.**
- **Passports must have been issued at least three (3) months before the date that the application is filed.**
- **All visas applications, desistance and cancelations of Multinational Headquarters Companies must be presented before the Office of Multinationals Headquarters Companies of the Ministry of Commerce & Industries, Edison Plaza, 3rd. floor.**
- **To be able to apply for a Multinational Headquarters company visa, cancellations and desistance of other types of visas must be previously presented at the National Migration Services, at Peru or Ricardo J. Alfaro (Tumba Muerto) Ave, depending on the applicants' immigration status.**

Legal Foundation:

Law 41 of August 24 of 2007.

Executive Decree No. 320 of august 8 of 2008.

Executive Decree No. 291 of July 27 of 2009.

VISA REQUIREMENTS FOR MHQ TEMPORARY PERSONNEL

1. Power of attorney and application duly authenticated.

Each page must have a US\$4.00. (Four dollars) fiscal stamps placed on the right superior part of the front side of the page. Both sides of the page can be used.

2. Two (2) photograph identity card size. (no photocopy)

3. Photocopy of the applicant's Passport. (include all pages)

The copies can be in color and/or black and white, duly authenticated by a Panamanian public notary, or accompanied by a certificate issued by a diplomatic delegate accredited in the country or from the competent authority of the place of the issue. **The pages with the entrance stamps from the Migration National Services and the registry seal from the Ministry of Commerce and Industry must be mark.**

4. Certificate issued by the Technical Secretary of the License Commission of Multinational Headquarters.

5. Responsibility letter issued by the Multinational Headquarters Company, signed by the Legal Representative or the person authorized for that matter.

Note: This letter must mention the following information:

- i. The existence of a contract between the company and the foreign employee describing the technical services and required training; duration; fee for services; and source of the place of origin of the fees, whether they were local or foreign.
- ii. Specialty of the personnel.

6. Applicant's criminal record affidavit issued by his/her country of origin or residence. In those countries where this document isn't issued, the applicant must present a certificate from a diplomatic or consular delegate of his/her country of origin accredited in the Republic of Panama, in which the inexistence of the said certificate is stated; and a sworn declaration before a public notary that he/she doesn't possess criminal records.

Explanation notes applicable to all type of visas:

- **The application and attached documents must be presented in both original and in one (1) set of copies.**
- **All foreign documents must be presented duly legalized.**
- **All documents in a language different from Spanish must be translated by a Public Translator with reference to the Resolution that certifies him/her as translator in the Republic of Panama.**

- **Passports must have been issued at least three (3) months before the date that the application is filed.**
- **All Multinational Headquarters companies visas applications, desists and cancellations must be presented before the Office of Multinationals Headquarters Companies of the Ministry of Commerce and Industry, at Edison Plaza, 3er floor.**
- **To be able to apply for a Multinational Headquarters company visa, cancellations and desistance of other types of visas must be previously presented, at the National Migration Services, at Peru or Ricardo J. Alfaro Avenue (Tumba Muerto) Avenue, depending on the applicant's immigration status.**

LEGAL FOUNDATION:

Law 41 of August 24 of 2007.

Executive Decree No. 320 of august 8 of 2008.

Executive Decree No. 291 of July 27 of 2009.