

Work Permit

Application, Filing & Follow-Up

CHF 3,500 (excl. VAT)

SUMMARY

Assistance in identifying the type of work permit required for your candidate, providing you with the relevant process to follow to prepare such application, and in the drafting and filing of the work permit application for your foreign candidates.

PROCESS AND DELIVERABLES



Information gathering

You share with us all available information regarding your company, the job opening for which a work permit may be requested, and the profile of the selected candidate.



Review

We review the material and ask for any additional information that may be required.



Kick-off

We hold an initial 1-hour call or meeting on the available permits, the conditions to be met, the documents to be collected, the timeline and the next steps.



Initial draft

We produce an initial draft of the work permit application and provide detailed instructions of actions you may need to undertake (announcement of job opening, salary assessment, etc.).



Finalization & filing

We finalize the application based on your feedback and, upon receipt of all necessary documentation, file it with the relevant authorities.



Authority follow-up

We follow up the process with the authorities to increase the speed and chances of success of the application.

■ LIMITATIONS, CONDITIONS AND DISCLAIMERS

Requires successful onboarding as a client of the firm (incl. KYC, conflict checks, and signed engagement letter).

The package does not cover the negotiation of an employment contract with a candidate, the application for special permits or family reunion, the appeal of a negative decision, or assistance in the visa issuance process to be followed by the candidate upon acceptance of the work permit.

Services not included in the package will be charged at standard rates and subject to our engagement terms.

■ CONTACT

If interested, please contact your contact person within ID EST, or write to contact@idest.pro or call +41 21 321 0880.