

Re: E-2 Treaty Investor Visa Application

We are delighted to have the privilege of representing you in the preparation and the filing of an E-2 visa application. Please find below a detailed checklist of the documents required from you and your company. The first part of this checklist pertains to the necessary documents to prepare the E-2 visa application. The second part is a questionnaire, which you must complete. The following is a list of suggested documentation. This is meant as a guide only and not as an exhaustive list. As such, we may require additional information and evidence at a later date should we deem appropriate and necessary for the case.

I. Proof of Nationality of Investor or Applicant

- Birth Certificate _____
- Photocopy of Passport _____
- Other Nationality Documents _____

If in the U.S. and filing for a Change of Status:

- Copy of Form I-94 Arrival/Departure Record _____
- Copy of visa page _____
(Please include copies of dependents' passports, Form I-94s and visa pages, if applying together.)

II. Ownership Documents

- Chart of the ownership of the enterprise _____
- Articles of Incorporation and certificate of existence/ Business Registration from the state/municipality/ city, in which the company is incorporated _____

A. If the enterprise is a Corporation and is privately held by a small group of shareholders:

- Evidence of the total number of shares outstanding, and who holds each _____
- Shares/stocks Certificates indicating distribution Of ownership _____
- Evidence of the treaty country nationality of the owners of at least 50% of the outstanding stock _____

B. If the enterprise is a Corporation and is publicly traded:

- Notarized statement from a duly authorized corporate Officer stating that all stock exchanges on which the Company is traded _____

- The volume of stock traded on each exchange _____
- Sample of recently published stock quotations _____

Note: Please note, for either of the above, if the ownership is traced to another corporate entity (such as a holding or parent company rather than an individual), you must also trace ownership of the holding company(ies) all the way back to the beneficiary individual owners.

C. If the enterprise is a Partnership, Joint Venture, LLC, or similar:

- Partnership, Operating or Joint Venture Agreement _____
- Shares/stock certificates, indicating total partnership units issued and outstanding, and to whom they are issued _____
- Others _____

Note: Please note that if the ownership is traced to another corporate entity (such as a holding or parent company rather than an individual), you must also trace ownership of the holding company(ies) all the way back to the beneficiary individual owners.

D. If the enterprise is a Sole-Proprietorship:

- Business registration documents _____
- Proof of ownership of business assets _____
- Shares/stock certificates _____
- Shares register indicating total and outstanding shares _____
- Others _____

III. Source of Investment

- Personal statement of net worth prepared by a certified Accountant _____
- Detailed statement by investor/applicant explaining how funds used in the investment were acquired or accumulated _____
- Documentation demonstrating how funds were acquired or Accumulated:
 - Transactions showing payment of sold property or business (proof of property ownership and promissory notes) and rental income (lease agreements) _____
 - Last three (3) years of personal tax returns _____
 - Statement/Affidavit from individual providing money to investor/ applicant as gift _____
 - Voided investment certificates or internal bank vouchers and appropriate bank statement crediting proceeds _____
 - Debit and credit advices for personal and/or business account _____

- withdrawals _____
- Audited Financial Statement or Federal Tax Returns for last three years _____
of the parent company _____
- Business Registration of the parent company _____
- Personal Bank Statements, and other evidence of financial source _____
- Others _____

IV. Evidence of Investment

A. Existing enterprise:

- Detailed statement for the investor/applicant, detailing the type of investment capital infused to the enterprise i.e. cash, equipment, properties, furniture, inventory, etc. (Please include supporting documentation) _____
- Escrow _____
- Escrow Account Statement in the U.S. _____
- Escrow Receipts _____
- Signed Purchase Agreement _____
- Closing and Settlement papers _____
- Mortgage documents _____
- Loan documents _____
- Promissory Notes _____
- Financial Statement for the last three years _____
- Completed Federal Tax Returns for the last three years _____
- Security Agreements _____
- Lease Agreement/Assumption of Lease Agreement _____
- Business Account Statement for routine operations _____
- Bank Statements _____
- Copies of Cancelled checks or wire transfers from investor for all deposits, partial payments or transactions paid in full _____
- Copies of Cancelled checks or wire transfers from investor demonstrating consistent payment of financial obligations _____
- Receipts/invoices of all financial obligations considered as part of investment, i.e. purchase of equipment, furniture, transfer of inventory, etc. _____
- Others _____

B. New Enterprise (start-up):

- Detailed statement for the investor/applicant, detailing the type of investment capital infused to the enterprise i.e. cash, equipment, properties, furniture, inventory, etc. (Please include supporting documentation) _____
- Inventory listing, shipment invoices of inventory, equipment or business related _____

- property _____
- Receipts for inventory purchases _____
- Cancelled checks or official payment receipts for expenditures _____
- Cancelled check for first month's rent or full annual advance rent _____
- payment _____
- Lease Agreement _____
- Purchase orders _____
- Improvement expenses _____
- Initial business account statements _____
- Wire Transfer receipts _____
- Others _____

V. Marginality

A. Existing enterprise

- Completed Federal Income Tax Returns for the last three years _____
- Latest audited financial statements or non-review statements _____
- Annual Reports _____
- Payroll Register _____
- DE-9 Quarterly Wage Report for the last eight (8) quarters (or similar documentation) _____
- List of employees, including job titles _____
- W-2 Wage Statements, issued to all employees for the last two years _____
- Form 1099 issued for the last two years _____
- Contracts of Employment _____
- Pictures of company premises _____
- Pay stubs issued to employees for the recent six months _____

B. New Enterprise (start-up)

- Payroll register, records of salaries paid to employees (if any), employee data including names, rates of pay, copies of W-2s (if any) _____
- If company is currently in recruitment stage, documents in support of the recruitment _____
- Financial Projections for the next 5 years, supported by a complete and Comprehensive Business Plan and Expansion Program _____

VI. Real and Operating Commercial Enterprise

- Occupational license _____
- Business license/business permits _____

- Sales Tax Receipt (if any) _____
- Utility/telephone bills _____
- Business transaction records, including invoices, receipts, etc. _____
- List of clients/customers/suppliers _____
- Current commercial account statements _____
- Letters of credit (if any) _____
- Invoices from suppliers _____
- Transaction contracts _____
- Advertising leaflets _____
- Business brochures/promotional literature _____
- Newspaper clippings (if any) _____

We understand that of the listed items, you will not be able to obtain all of the aforementioned information and documentation. However, please attempt to obtain as many as possible.

If you have any questions concerning this case, please feel free to contact us.

Very truly yours,

Allison-Claire Acker

Allison-Claire Acker

E2 Start
Enclosures

E-2 TREATY INVESTOR VISA APPLICATION QUESTIONNAIRE

PART I - INFORMATION ABOUT THE ENTERPRISE

Company name: _____

Company Address Headquarters) _____

Telephone Number: _____ Fax Number: _____ Email/website: _____

Name & title of company official who will sign the application: _____

Name & title of applicant's immediate supervisor: _____

Type of business: _____

IRS Employer Identification #: _____ Year established: _____

Gross annual income: _____ Net annual income: _____ Number of employees: _____

PART II- INFORMATION ABOUT THE INVESTMENT

Nature of the Business: General Trade / Imports to U.S. / Exports from U.S. / Manufacturing / Retail Sales/
Services Technology/ Other (Describe) _____

Name and Address of Foreign Parent Business (if any) _____

Nationality of Foreign Entity: Name/Nationality/Percent of ownership of owner(s) _____

Type of Investment:

Creation of New Business

Purchase of an existing business (Purchase Price: _____)

Continuation of an existing business (Fair Market Value: _____)

Total Investment from Abroad Made in the United States:

For Year _____

PART III – INFORMATION ABOUT INVESTMENT IF START-UP COMPANY

Company name: _____

Company address: _____

_____ Telephone Number: (____) _____

Type of business: _____

IRS Employer Identification #: _____ Year established: _____

Projected Gross annual income: _____ Projected Number of employees: _____

Amount of investment: _____ Source of investment (personal, gift, loan): _____

Start-up costs: _____ What kind of start-up costs have you incurred (furniture, equipment, stationary, computers, licenses, permits) – please list and how much? _____

PART IV - INFORMATION ABOUT APPLICANT

Full name: _____ Maiden name (if applicable): _____

Present address: _____ Telephone number: (____) _____

Address abroad in your home country: _____

Date of birth: _____ City & country of birth: _____ Country of citizenship: _____

U.S. Social Security #: _____ I-94 # (white card in passport): _____

Date of Arrival in the U.S.: _____ Current non-immigrant status: _____ Date authorized stay expires: _____

PART V - INFORMATION ABOUT THE JOB

1. Proposed job title:

Annual salary: _____ Overtime rate: _____ Any other benefits (medical, vacation, etc): _____

Work hours: From: _____ To: _____; Total hours per week: Basic: _____ ; Overtime: _____

Location where services will be rendered (if different from main company address):

2. Detailed description of duties to be performed: _____

3. Educational requirement including degree and field of studies: _____

Professional training requirement: _____

Years of experience required in a similar job or a related occupation (please specify related occupation):

4. Any other special requirements for a worker to perform satisfactorily the described job duties (including computer languages; use of special equipment, machine, appliances; experience with any special procedures or techniques; and any other skill): _____

5. If supervision is exercised, indicate number of employees supervised: _____

PART VI - SUMMARY OF APPLICANT'S QUALIFICATIONS

1. Name and address of school, college or university attended: _____

Field of study: _____ Degree or certificate obtained: _____

Academic years: From (Mo/Yr): _____ To (Mo/Yr): _____

2. Name and address of school, college or university attended: _____

Field of study: _____ Degree or certificate obtained: _____

Academic years: From (Mo/Yr): _____ To (Mo/Yr): _____

3. Name and address of school, college or university attended: _____

Field of study: _____ Degree or certificate obtained: _____

Academic years: From (Mo/Yr): _____ To (Mo/Yr): _____

4. Name and address of school, college or university attended: _____

Field of study: _____ Degree or certificate obtained: _____

Academic years: From (Mo/Yr): _____ To (Mo/Yr): _____

5. Qualifications and skills you possess (Please include proficiency with computer languages, use of equipment, tools and/or machines; and/or experience with special procedures and/or techniques):

6. Please refer to Part III, items 3 & 4, and indicate which of the listed requirements you met prior to joining the

present employer. Please also indicate what type of documentation you can provide to verify your qualifications.

List professional licenses: _____

PART VII - SUMMARY OF APPLICANT'S WORK EXPERIENCE

1. Name and address of employer: _____

Job title: _____ Type of business: _____

Employment dates: From (Mo/Yr): _____ To (Mo/Yr): _____ Number of hours per week: _____

Please describe in details the job duties including the use of tools, machines or equipment: _____

If necessary, could you obtain a letter from this employer verifying your work experience: () Yes; () No

2. Name and address of employer: _____

Job title: _____ Type of business: _____

Employment dates: From (Mo/Yr): _____ To (Mo/Yr): _____ Number of hours per week: _____

Please describe in details the job duties including the use of tools, machines or equipment: _____

If necessary, could you obtain a letter from this employer verifying your work experience: () Yes; () No

