

CCA'S PARTNER OF THE
PRIVATE CLIENTS DEPARTMENT

CM@CCA.LAW

carla
matos

CCA'S MANAGING ASSOCIATE OF
THE PRIVATE CLIENTS DEPARTMENT

APF@CCA.LAW

ana paula
ferreira

R. VÍTOR CORDON
N.º 10A
1249-202
LISBOA
PORTUGAL

+351 213 223 590

PRAÇA DO BOM SUCESSO,
N.º131
EDIFÍCIO PENÍNSULA,
2.º ANDAR, SALA 202
4150-146
PORTO
PORTUGAL

+351 223 190 888

WWW.CCA.LAW

We streamline
the international
mobility of your
company's
Human
Resources

FOLLOW US AT:



A CCA SERVICE

Expatriate
Management
Services

LAW
FIRM

WWW.CCA.LAW

cca

our detailed services

SERVICES PHASE 1

PRE-DEPARTURE

- > PREPARATION OF THE LETTER OF DEPLOYMENT OR AN EXPATRIATION CONTRACT;
- > APPLICATION FOR A WORK VISA, IF APPLICABLE;
- > FISCAL FRAMEWORK FOR EXPATRIATE WORKERS: TAX RESIDENCE; TAXATION IN PORTUGAL; POSSIBILITY OF APPLYING FOR THE NON-HABITUAL RESIDENTS' REGIME;
- > FRAMEWORK OF THE EXPATRIATE'S AND COMPANY'S SITUATION WITH REGARD TO SOCIAL SECURITY, IN ORDER TO AVOID THE LOSS OF SOCIAL PROTECTION OF THE EXPATRIATE.

SERVICES PHASE 2

1st VISIT / PREPARATION FOR CHANGE

- > MEETINGS WITH THE WORKER IN ORDER TO EXPLAIN THEIR LEGAL, TAX AND SOCIAL SECURITY FRAMEWORK;
- > CONTACT WITH REAL ESTATE AGENCIES;
- > REQUEST FOR A TAX NUMBER AS NON-RESIDENT;
- > OPENING A BANK ACCOUNT IN PORTUGAL;
- > ASSISTANCE IN OBTAINING THE LUGGAGE CERTIFICATE (WHEN APPLICABLE).

IN A WORLD IN CONSTANT CHANGE, GUIDED BY GLOBALIZATION, THE DILUTION OF BORDERS DETERMINES THE MODE OF OPERATION AND ORGANIZATION OF COMPANIES AND SERVICES, IMPOSING NEW REQUIREMENTS AND CHALLENGES REGARDING PEOPLE MANAGEMENT. MANY MULTINATIONALS USE SPECIALIZED STAFF WHO, IN CONTEXTS OF INTERNATIONALIZATION, DEVELOP STRATEGIC ACTIVITIES CRITICAL TO THE ORGANIZATIONAL SUCCESS

- THE EXPATRIATE.

THINKING ABOUT THE NEEDS OF THESE COMPANIES AND WORKERS, CCA GATHERED A TEAM OF MULTIDISCIPLINARY PROFESSIONALS, SPECIALISTS IN MIGRATION, TAX AND LABOUR ISSUES.

WITH ITS TEAM OF PRIVATE CLIENTS, CCA IS PREPARED TO PROVIDE ALL THE SERVICES NECESSARY FOR THE TRANSFER OF THE WORKER'S HOME, SO THAT THIS WORKER CAN FOCUS ON THE BEST THAT PORTUGAL HAS TO OFFER. OUR PURPOSE IS TO PROVIDE OUR CLIENTS, EXPATRIATES AND THEIR FAMILIES WITH STABILITY IN TIMES OF CHANGE.



SERVICES PHASE 3 AND 4

ARRIVAL AND STAY IN PORTUGAL

- > ASSISTANCE IN OBTAINING THE WORKER AND FAMILY RESIDENCE PERMIT AND FURTHER RENOVATIONS / OR ASSISTANCE IN THE CITIZEN REGISTRATION WITH THE COMPETENT MUNICIPAL CHAMBER;
- > REGISTRATION OF THE WORKER (AND FAMILY) AS TAX RESIDENT, IF APPLICABLE;
- > REQUEST FOR THE NON-HABITUAL RESIDENTS' REGIME, AS WELL AS THE REGISTRATION OF THEIR ROLE AS A VALUE-ADDED ACTIVITY, IF APPLICABLE;
- > ANALYSIS OF DOUBLE TAXATION TREATIES, TO AVOID DOUBLE TAXATION;
- > PREPARATION OF THE ANNUAL IRS DECLARATION OF THE WORKER AND FAMILY;
- > ASSISTANCE IN COMPLIANCE WITH THE COMPANY'S TAX AND RETENTION OBLIGATIONS;
- > CAR LEGALISATION;
- > SUPPORT IN THE REGISTRATION OF THE WORKER AND RESPECTIVE FAMILY AT THE HEALTH CENTRE;
- > SUPPORT IN CONTRACTING ELECTRICITY, WATER, GAS, TV AND INTERNET SERVICES.

SERVICES PHASE 5

DEPARTURE | EXIT FROM PORTUGAL

- > TAX FRAMEWORK FOR THE WORKER IN PORTUGAL UP TO AND AFTER DEPARTURE;
- > REGISTRATION OF THE WORKER (AND FAMILY) AS A NON-TAX RESIDENT IN PORTUGAL;
- > ASSISTANCE IN OBTAINING THE LUGGAGE CERTIFICATE (WHEN APPLICABLE).