



INTERNATIONAL
BUSINESS
SUPPORT

RELOCATION MADE EASY

We bridge the gap between personnel, finance or purchasing department and external organizations, such as real estate agents, landlords, state and local authorities, banks, schools, and many more

In this presentation: [Who we are](#) [Services](#) [References](#) [Contact](#)

WHO WE ARE - PEOPLE:

- 25 full time employees
- Average 9.5 years of experience per consultant
- Two teams:
 - DSP – 7 FTE
 - Immigration – 18 FTE
- Languages: Czech, English, Spanish, Russian
- Flat organization structure with short communication lines



WHO WE ARE - COMPANY:

- Full-service Relocation agency
- 28 years experience in the Czech market
- Full member of EuRA
- Servicing individual families and leading Fortune 500 companies
- 96% customer satisfaction score
- 2500 cases handled per year



WHAT MAKES US UNIQUE:

- 28 years of experience
- Family-owned business with in-depth understanding of corporate business needs
- Proven track record on supporting large (more than 300 assignees) projects
- Flexibility combined with well established processes and work flows
- Customised internal processes to align with the specific needs and scope of services of each client.



PREVIEW VISIT

We can provide an introduction to Prague with a program specifically dedicated to your needs. One of our relocation consultants will familiarize you with Prague giving you practical information on working and living in the Czech Republic. Our consultant will provide information about:

different districts of Prague with their specific characterizations

international schools including location and curriculum

practical aspects of living in Prague, including public transportation, shopping centers, social activities, international associations

health care and medical services

tourist attractions, restaurants, theatres, cinemas, fitness centers, etc.



SETTLING IN

The first three months of any assignment will throw up many challenges. IBS can provide support at whatever level our corporate clients require.

Our consultants are on hand via phone, email and in person to assist with anything from language lessons, internet setup, satellite installation, bank account opening, domestic staff or even just to answer a question as soon as it arises.



HOME SEARCH

IBS conducts an exhaustive search for the most suitable properties meeting the customer's specifications. From our comprehensive database, we personally contact all relevant estate/letting agents in the chosen area. Our search also covers further potential properties from the unadvertised 'private market' through our extensive network of contacts.

From all the available properties our relocation consultant short-lists the most suitable options and discusses with the customer the best choice of properties for a viewing. We make all the arrangements for the viewing, selection of a property, assist with the negotiations and provide a standard lease agreement. IBS can also assist with the pre-move preparations (such as connections for telephone, gas, water, electricity, satellite, etc.) and document the hand-over on a formal hand-over protocol.



IMMIGRATION

In order to legally work and stay in the Czech Republic a foreigner might be required to obtain certain permits, the type of permits varies depending on the nationality and actual situation. For immigration compliance the main difference is between EU and non-EU nationals (including EEC nationals – Norway, Iceland and Lichtenstein – and Swiss nationals).

Although the Czech immigration process has a reputation for being quite challenging, experience however learns that if the application process is started on time and with the correct information it can be concluded without complications.

IBS has successfully obtained permits for customers originating from over 40 different countries and thanks to our extensive experience several embassies in Prague are referring expatriates to IBS for specialized support.



IMMIGRATION

We will guide you through the application process step by step, providing you with detailed information on which documents are required including examples of the necessary documents. Where possible IBS will apply for the documents on your behalf and we will arrange for the required notarized copies and sworn translations.

Our relocation consultants will accompany you during the required visits of the Czech authorities in Prague, reducing waiting times and stress.



WITH **28** YEARS OF EXPERIENCE ON THE MARKET OUR CONSULTANTS HELP AND SUPPORT MORE THAN **2500** PEOPLE EVERY YEAR.

We work with the biggest Czech and international companies in IT, communications, pharmaceutical, logistic, technology and many other industries.

Ask us for our references and we would be glad to present our know-how and experiences to your company in person.

WE HELP YOU RELOCATE WITH EASE

International Business Support is a professional corporate relocation agency and since our founding in 1995 we have built a reputation as a strong and reliable partner for numerous leading companies relocating staff to the Czech Republic. We recognize that relocating to a foreign country brings professional and personal challenges, we provide assistance during the entire relocation process to ensure it will be a smooth and positive experience.

IBS is proud to be a full member of the European Relocation Association (EuRA) and all services are provided in accordance with the EuRA Code of Conduct.

DO YOU HAVE ANY QUESTIONS?

The IBS s.r.o. office with the Destination Services Team and General Staff can be found at:

IBS s.r.o.

Destination team

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