



R E V E R A

List of required documents for an employer

Document	Description	✓
Declaration for covering return cost	A declaration from the employer confirming that they will cover the return cost of the employee.	
Employer's liability insurance with automatic renewal	Proof of the employer's liability insurance with automatic renewal.	
Certificate from the Social Insurance Services	Certificate from the Social Insurance Services confirming that the employer pays social security contributions (Form Y.K.A. B-7 or equivalent). The contributions must be paid by the end of the month following the month due.	
Certificate from the Tax Department	Certificate from the Tax Department confirming the employer's compliance with corporate tax and VAT obligations, issued within the last six months.	
Certificate from the Labour Inspections Service	Certificate from the Labour Inspections Service confirming no sanctions for undeclared work or illegal employment, and compliance with labor rights and working conditions. The certificate must be issued within six months.	
Certificate from the Department of Registrar of Companies	Certificate from the Department of Registrar of Companies confirming that the employer's business is active and not in liquidation, issued within the last six months.	
Criminal Record Certificate	A valid criminal record certificate from the Police stating that the employer has not been sanctioned for employing illegally staying third-country nationals or for undeclared work. The certificate must be issued within six months.	