

Intra-Company Transfer (ICT) Residence Authorisation

-  Requirements, procedure
and documentation checklist
for the application, step by step

What is an intra-company transfer?

This is the authorisation that allows a national of a third State to relocate temporarily to Spain to work under an employment or professional relationship with a company or corporate group.

Law 14/2013 provides for two modalities:

- National intra-company transfer: the transfer is effective only in Spain.
- EU ICT: allows relocation to Spain and offers a specific regime for subsequent mobility within the EU, subject to its own requirements.

Who is it for?

- Directors: management, administration or executive responsibilities.
- Specialists: technical or specialised knowledge essential to the receiving entity.
- Trainees: university graduates relocated to complete their training or acquire specific knowledge.

Requirements

- Genuine business activity of the company or corporate group.
- A higher education qualification, at least equivalent to a Higher Vocational Training Diploma, a Bachelor's degree or university diploma; alternatively, at least 3 years of comparable professional experience.
- A prior and continuous employment or professional relationship of at least 3 months with the originating company or with another company of the same group.
- Evidence of the link between the group companies, where applicable.
- A transfer letter or agreement.
- Valid health coverage in Spain and sufficient financial means for accommodation and subsistence.
- A commitment to be able to return, once the transfer ends, to an entity of the same company or group located in a third country.

Modalities



EU ICT

- For directors, specialists and trainees relocated from outside the EU to an entity of the same group in Spain.
- **Maximum duration:** 3 years for directors and specialists; 1 year for trainees.
- Allows, under the conditions set out in European regulations, certain subsequent relocations to other Member States.
- A holder of an EU ICT granted by another Member State may relocate to Spain through the corresponding communication to the UGE-CE.



National ICT

- May be used, among other cases, once the EU ICT time limit is exceeded.
- May also apply to key personnel who do not fit the EU ICT categories, or to certain relocations arising from service-provision contracts between companies that do not belong to the same group.
- Duration: up to 3 years or, if shorter, the duration of the relocation.

Key differences

FEATURE	NATIONAL	EU ICT
Scope	Spain	Spain + EU mobility
Duration	Up to 3 years or, if shorter, the duration of the transfer	3 years (directors/specialists) / 1 year (trainees)
EU mobility	No	Yes, subject to the applicable regime
Social Security	International agreements, where	EU regime and corresponding documentation, where applicable

Procedure and deadlines

The application is submitted electronically to the Large Companies and Strategic Groups Unit (UGE-CE), with the corresponding form and documentation.

- If the employee is outside Spain: once the authorisation is granted, the corresponding visa must be requested. The residence visa is granted for 1 year.
- If the employee already holds a valid EU ICT from another Member State: the relocation to Spain is arranged through a communication to the UGE-CE.
- The Spanish authorities may object to the relocation in certain cases, by means of a reasoned decision, within a 20-day period.

The success of an application depends on a detailed analysis of the particular circumstances of each case. The information contained in this document is provided for informational purposes only and does not constitute individualised legal advice, nor does it replace such an analysis. Requirements, supporting documentation and administrative fees may vary depending on the particular circumstances and are subject to any regulatory changes that may occur.



Documentation checklist

KEY STAGE	DOCUMENTATION	RECOMMENDATION	DEADLINE / VALIDITY
1 Preparation	Employee: ☐ Passport. ☐ CV. ☐ Academic qualification/experience. ☐ Evidence of the prior employment relationship. ☐ Criminal record. ☐ Financial means. ☐ Health coverage. Company: ☐ NIF (Tax ID). ☐ Evidence of genuine activity in Spain. ☐ Evidence of the corporate group or the service-provision contract. ☐ Transfer letter. ☐ Explanatory memorandum of the transfer. ☐ Commitment to comply with Spanish labour law. ☐ Social Security documentation.	Check that the position, duties, qualification, group and relocation conditions are consistent.	Before submission.
2 Submission to the UGE-CE	☐ Forms. ☐ Fees. ☐ Representation. ☐ Complete application file.	Online submission by the company and monitoring of notifications.	Start of the procedure.
3 Decision	☐ Granting decision.	Review the conditions and, where applicable, prepare the visa application.	Depending on the applicable modality and procedure.
4 Visa (if applicable)	☐ Passport. ☐ UGE-CE decision. ☐ Documentation required by the consulate.	Apply for the visa once the authorisation has been granted and enter Spain within the visa's validity period.	Residence visa: 1 year.
5 Social Security registration and TIE	☐ Social Security registration. ☐ TIE/fee. ☐ Photograph. ☐ Passport.	Apply for the TIE in person when applicable. Complete the following formalities.	1 month from the granting decision.
6 Renewal	☐ Documentation evidencing that the requirements continue to be met.	Monitor the duration of the transfer and prepare the renewal in advance.	Subject to the applicable renewal rules.



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