

INTERNATIONAL ASSIGNMENTS REVIEW PROGRAMME FOR EXISTING ASSIGNEES

Division: _____

Employee: _____

	Yes	No	Comments
General Matters			
Does the home/host country have a signed secondment agreement on file?			
Is the secondment period a short term (less than 12 months) or long term (maximum 3 years) secondment?			
Is the assignee on the correct payroll?			
If on the host payroll, is the assignee’s cost re-charged to home country?			
Was the assignee reviewed for performance management purposes?			
Is the result of the review on the assignee’s file?			
Is the assignee still being remunerated in terms of the signed secondment agreement?			
Note the expiry date of assignment and notify HR division.			
Are any bonuses due during the assignment?			
Is it clear who is responsible for payment of bonuses?			
If assignee has taken a “contribution holiday” for pension and provided fund, has he started contributing again if “holiday” is over?			
Is assignee contributing towards the “risk premiums”?			
Who is actually paying the risk premiums, the employer or assignee?			
Is the assignee adequately covered for medical expenses in the host country? (mention service provider and note membership number)			
Is there any disciplinary matter that needs to be dealt with?			
Is it clear which country’s labour law will apply in case of labour issues?			

Taxation Matters			
Who is the tax service provider of the assignee?			
Are the assignee's tax returns submitted up to date? Obtain proof from the service provider or revenue authorities.			
Is the assignee tax equalized or tax protected?			
Is tax being correctly deducted on a monthly basis by host/home country in terms of the tax policy?			
Is the assignee's detail on the BDO Extranet Tracker system and is it up to date?			
Is the tracking of days inside and outside the home country being recorded?			

Immigration Matters			
Is the assignee's work permit/visa still valid?			
Is the assignee's dependants' visa/work permits still valid?			
Are there copies of the work permits/visa on the assignee's file?			
Has the renewal dates been diarised for follow up?			
Is it clear who is responsible for renewal of permits/visas, host or home country?			
Has the immigration service provider been notified of upcoming renewals?			
Are the correct permits/visas being applied for?			

Human Resources Manager: _____
Signature

Name in block letters