

## **Exhibit A - Sample FDNS Email Questions As to L-1 Compliance**

**From:** FDNS officer name

**To:**

**Date:**

**Subject:** USCIS:

The I-129 Petition that [signatory name] filed on behalf of the beneficiary, \_\_\_\_\_, has been randomly selected for verification. In order to complete the verification process, please answer the questions below regarding the petitioning organization and the beneficiary. Please record your answers directly beneath each question, preferably in a red font.

1. Are you aware of the I-129 petition filed for the beneficiary?
2. Do you confirm that you signed the I-129 petition?
3. Do you have the authority to sign the petition on behalf of your company?
4. What is your official title?

### **QUESTIONS 5 THROUGH 12 PERTAIN TO YOUR OVERSEAS COMPANY**

5. What year was your company established overseas?
6. What is the number of locations that your company operates overseas?
7. What are those locations?
8. What is the name of the foreign company that the U.S. company is associated with?
9. What are the total number of overseas employees?
10. What is the location of your company's overseas headquarters?
11. Do you have an organizational chart for your foreign company, as it relates to the U.S. based company? If so, please submit as a PDF.
12. How many employees work in a managerial or executive position at the foreign company?

### **QUESTIONS 13 THROUGH 23 PERTAIN TO YOUR US BASED COMPANY**

13. What is the relationship between your U.S. entity and its overseas location?
14. What is the name of your U.S. company?
15. What is the total number of full-time employees that your company has in the U.S.?
16. What is the total number of part-time employees that your company has in the U.S.?
17. Where are your U.S. locations?
18. What is the number of employees working for your organization currently in a nonimmigrant status? Please specify the visa types.
19. What is the number of lawful permanent resident petitions filed by your company?
20. In the U.S., how many employees work in a managerial/executive position?
21. What is the company's annual budget?
22. What is the company's annual income?
23. What is the company's annual revenue?
24. What are the company's annual expenses?

### **QUESTIONS 24 THROUGH 29 PERTAIN TO THE BENEFICIARY'S OVERSEAS EMPLOYMENT**

25. Prior to working in the U.S., what was the name of the company that the beneficiary was employed?

26. Is that organization affiliated with your company?
27. What are the dates that the beneficiary worked for the affiliated foreign employer?
28. What was the beneficiary's job title abroad?
29. What were the beneficiary's duties abroad?
30. While abroad, was the beneficiary's position primarily managerial or executive?
31. Abroad, did the beneficiary manage employees? If so, how many?

**QUESTIONS 32 TO 46 PERTAIN TO THE BENEFICIARY'S US BASED EMPLOYMENT**

32. Where does the beneficiary normally perform his/her duties in the U.S.? Please provide the exact location.
33. What was the beneficiary's transfer date to the U.S.?
34. What is the beneficiary's work schedule in the U.S.?
35. What is the beneficiary's U.S. job title?
36. Is the beneficiary empowered to make independent decisions without consulting management?
37. Does the beneficiary have the authority to hire and fire employees?
38. Does the beneficiary exercise discretion over the day to day operations of the activity or function for which the employee has authority?
39. Does the employee establish the goals and policies of the organization, component, or function?
40. Is the employee's general supervision or direction solely provided by higher-level executives, the board of directors, or stockholders?
41. What is the beneficiary's current salary?
42. Does the beneficiary manage people or a process? If he/she manages people, please list their names, telephone numbers, email addresses, job titles, duties, and current salary. In addition, please provide copies of their last two pay statements.
43. If the beneficiary manages a function, please describe.
44. How many people are physically working at the site that the beneficiary is working?
45. What is the beneficiary's email address? What are the beneficiary's work and cellular phone numbers?

\*Can you also provide the following documents in PDF format: *U.S. organizational chart, foreign organizational chart, and the last two pay statements for each employee that the beneficiary is supervising.*

This verification is time-sensitive, so please respond to this request within 2 business days. If you have any questions, please call me at PHONE or email me at EMAIL  
For additional comments or complaints, please call the National Benefits Customer Service Center at 1.800.375.5283. Thank you for your assistance.

NAME  
Immigration Officer  
USCIS-FDNS