

# BDAE Consult

Consultancy and services

# Concept



There are **no standard cases**:  
Every employment abroad has its own requirements.



**Risk factors that can** bring the process to a delay or bring it to a complete standstill.



These risks almost always touch on **four areas of law**, which are more closely interlinked than many companies are aware of.

## Worldwide support



BDAE  
Germany



International  
network partners

## International employment

- ✓ From Germany abroad
- ✓ From abroad in Germany
- ✓ From abroad abroad

## ... from a single source

- ✓ Centralised management of projects by BDAE in Germany
- ✓ Involvement of partners and colleagues in the respective target countries
- ✓ Standardised settlement process regardless of home country
- ✓ Needs- and requirements-orientated support



# BDAE in the Corporate Group



“

International power, global expertise and top service.

Parent company



- ✓ The DIOT-SIACI Group is one of the leading providers of brokerage and consultancy services on the European insurance market
- ✓ DIOT-SIACI employs more than 5,000 people **worldwide**, insures **5 million people** and reported a turnover of **730 million euros** for 2021
- ✓ Over 500 million euros are reimbursed annually
- ✓ Over 60 nationalities with more than 50 languages

Parent company



- ✓ MSH is a subsidiary of the DIOT-SIACI Group
- ✓ Over 1,150 employees, **500,000 insured persons** in 200 countries and more than 2,000 corporate clients at MSH
- ✓ Global orientation: **5 main branches and 21 service branches + local partners**

Subsidiary



- ✓ BDAE Group since 2024 100% subsidiary of MSH International
- ✓ Own in-house Management consultancy for employee employment abroad: **BDAE Consult GmbH**





# Corporate mission statement



**We are  
Transparent**



**We are  
personally**



**We are  
Specialists**

- ✓ One point of contact for all parts of the employment process
- ✓ Reduction of potential sources of error
- ✓ Minimised liability & compliance risk
- ✓ Low administration & better cost calculation
- ✓ Holistic or modular consulting



# Our consulting services



## Right of residence

Visa, residence and work permit



## Labour law

Examination and drafting of contracts



## Social security law

Examination and application procedure



## Tax law

Tax liability audit and permanent establishment risk



## Reporting obligations

for business trips



## Advice for expats



## Pension law

Clarification of international situations



## Process consulting



## Seminars on specialised topics

“

We advise on all cases of international employment.

- ✓ Short-term business trips
- ✓ Temporary secondments to the customer or an affiliated company
- ✓ Long-term assignments
- ✓ Home office abroad, whether temporary, permanently or regularly alternating
- ✓ Mobile working and Workation



# All services under one roof



Starting  
with the  
process consulting...



about legal advice on  
individual cases...



up to the  
complete  
realisation.

## Our fields of consulting

1

Project-related  
assignments abroad

2

Flex-Office/  
Home office &  
remote work

3

Posted Workers



# 1 Project-related assignments abroad

Starting  
with the  
process consulting...

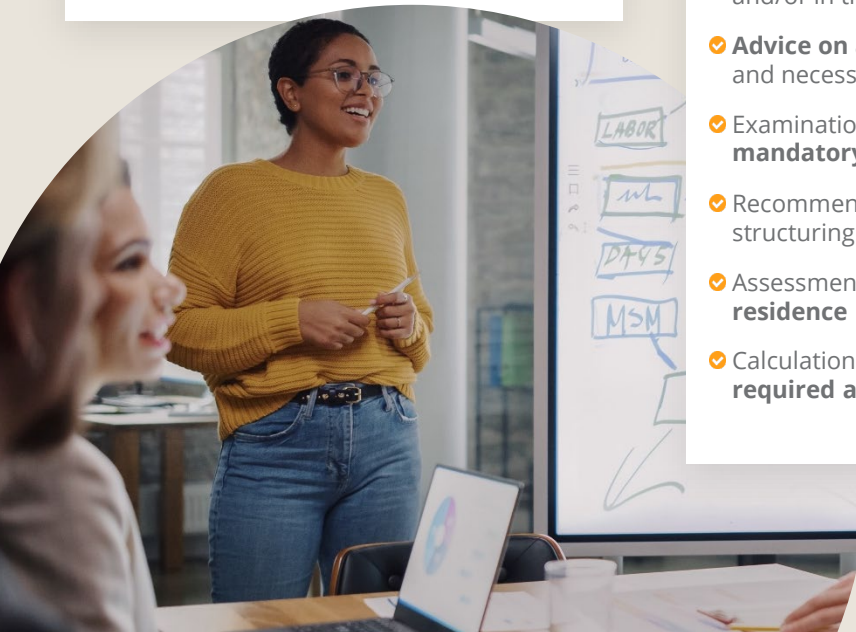
about legal advice on  
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- ✓ Introduction of **posting guidelines** and model contracts
- ✓ Creation of **checklists** for the supervision of foreign assignments
- ✓ **Definition** of processes and interfaces HR, Tax, Travel Management
- ✓ **Sparring partner** for clients
- ✓ Customised in-house **training courses**

- ✓ **Examination of tax obligations at home and abroad** and the associated employer obligations
- ✓ Assessment of a **possible permanent establishment risk** and advice on the associated obligations
- ✓ Assessment of remaining in the German social security system and possible **contribution obligations in Germany** and/or in the country of employment
- ✓ **Advice on alternative insurance options** and necessary application procedures
- ✓ Examination of the **applicable and mandatory labour law**
- ✓ Recommendation on contractual structuring **alternatives**
- ✓ Assessment of the **required and correct residence permit**
- ✓ Calculation of **foreign remuneration and required allowances**

- ✓ **Support for visa application procedures** and work permits
- ✓ **Preparation of secondment or transfer agreements** and local employment contracts
- ✓ **Acceptance of social security applications in Germany** and abroad
- ✓ Support with **filing tax returns at home and abroad**
- ✓ Assistance with **filing and registration procedures** in the host country





Starting  
with the  
process consulting...

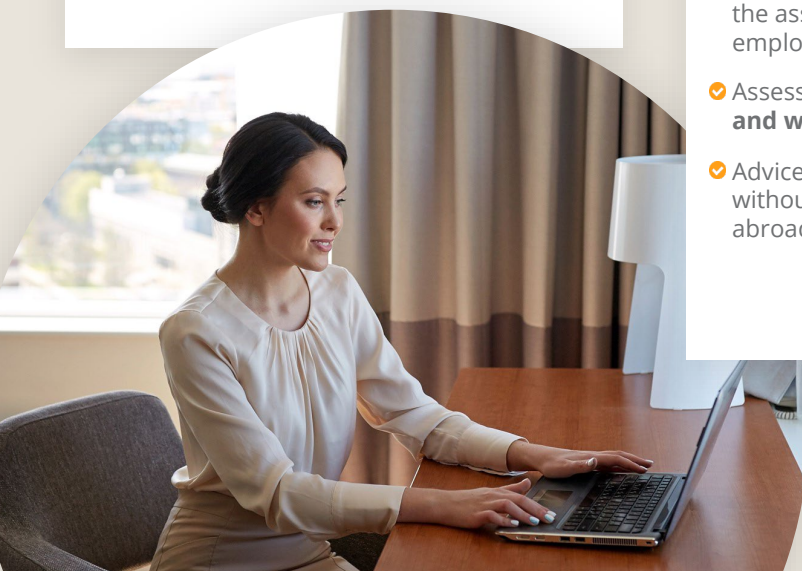
about legal advice on  
individual cases...

up to the  
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- ✔ Introduction of **company agreements and guidelines** to regulate mobile working
- ✔ Preparation of **application forms and advice on approval processes**
- ✔ Support in discussions with the **works council and staff council**
- ✔ Creation of **fact sheets** and checklists
- ✔ **Training** to sensitise employees

- ✔ Assessment of **tax and social security affiliation**, taking into account the personal circumstances of the employees concerned
- ✔ Notes on limits and design **alternatives**
- ✔ **Assessment of a possible permanent establishment risk** in connection with working from home in the home office
- ✔ **Advice on applicable labour law**, taking into account the regular place of work and the associated need for action under employment contracts
- ✔ Assessment of the **need for a residence and work permit**
- ✔ Advice on possible **residence permits**, without reference to a client or subsidiary abroad

- ✔ Support for **visa application procedures** and work permits
- ✔ Preparation of **local employment contracts** or supplementary agreements to regulate remote work
- ✔ Supervision of **social insurance application procedures**
- ✔ Assumption of the employer's **notification and registration procedures** in the country of activity
- ✔ Monthly **payroll accounting** in the country of employment for the payment of tax and social security contributions





Starting  
with the  
process consulting...

about legal advice on  
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up to the  
complete  
realisation.

- ✔ Support with the introduction of **travel authorisation procedures**
- ✔ Development of processes for obtaining the information required to carry out any **reporting and application procedures**
- ✔ Creation of **information sheets** to raise awareness among travelling employees
- ✔ Customised **in-house training courses** to explain the legal requirements for business trips

- ✔ Advice on requirements in connection with the **notification procedure** within the EU, the EEA and Switzerland
- ✔ **Advice on requirements for business trips** outside the EU
- ✔ Support in the assessment of mandatory labour law provisions and **wage comparison**
- ✔ Advice on **tax law framework conditions** for business trips
- ✔ **Assessment** of the need for a **business travel visa** and information on the process
- ✔ Information on necessary **social security** applications

- ✔ **Tracking** the travel days
- ✔ Supervision of **visa application procedures**
- ✔ Supervision of social insurance application **procedures**
- ✔ Handling the entire **registration process for business trips** within the EU, the EEA and Switzerland



# Your main contact persons



We are here for you!



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