

**Home country**  
Germany



**Host country**  
China

**Assignee's name**  
Max Mustermann

**Assignee's nationality**  
German

**HR email**  
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**Assignee's email**  
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**Second nationality**  
n.d.

**Virtual or physical assignment** Physical

**Assignment type** Assignment within group structure

**Assignment reason** Internal Strategic Need

**Assignment duration** 2 years and 11 months

**Cost bearer** Host company

**Home residency status** Not maintained in home country

**Accompanied by** Spouse

## Assignment timeline summary

**3-4 months before** Start contract review. Arrange visa/work permit processing.

**2 months before** Arrange accommodation, flights, and insurance.

**1 month before** Provide cultural training, finalize logistics, and confirm legal compliance.

**Upon arrival** Assist with relocation, local onboarding, and orientation.

**During assignment** Provide ongoing support and regular check-ins.

**After assignment** Conduct debriefing and evaluation.

## Before leaving Germany

### Pre-assignment planning

- Understand the purpose: Confirm the reason for the assignment (assignment within group structure) and expected outcomes.
- Determine the assignment type: Confirm this is a 2-year and 11-month assignment.
- Internal approval: Obtain approval from relevant stakeholders (management, finance, legal, etc.).
- Flight & Arrival Plan: Book flights and plan arrival logistics (e.g., airport pickup, temporary accommodation).

### Visa & work permit

- Appropriate visa & work permit: Start the visa process for the Chinese Z-Visa as well as the S1 Visa for the spouse well in advance. Processing times can vary. If needed, WorkFlex or/and a relocation service provider can assist.
- Visa documentation: For the Z-visa the following documents are required:
  - Completed online application form.
  - Original passport and a copy of the page with personal details.
  - One passport photo (48 mm x 33 mm).
  - Printed invitation letter in English and Chinese.
  - Certificate of visa application.
  - Signed privacy policy.

### Social security

- Apply for a Certificate of Coverage to ensure continued coverage under German social security. WorkFlex can support, if required.
- Ensure private health insurance for the duration of the assignment.

## **Salary, benefits, and taxes**

- Salary and allowances: Decide on salary structure and allowances (housing, transportation, etc.).
- Contract Management: Prepare and sign assignment letters and contracts.
- Payroll: Liaise with payroll to reflect assignment structure.
- Tax Implications: Understand personal and corporate tax obligations in China and Germany.
- Authorization of an international tax consultant for personal income tax filing.
- HRIS: Enter relevant entries to reflect assignment.
- Language Preparation: Grant a course for basic Chinese, if applicable.

## **Health and Safety**

- Vaccinations: Check if any vaccinations are required or recommended for China. However, the CDC strongly recommends being up to date on routine vaccines such as measles, diphtheria-tetanus-pertussis, polio, and seasonal flu. It also advises considering vaccines for hepatitis A and B, typhoid, Japanese encephalitis (particularly for rural or long-term stays), rabies (for potential animal exposure), and COVID-19.
- Medical Check-Up: Ensure the employee is medically fit for the assignment.
- Emergency Contacts: Provide a list of emergency contacts (local HR, embassy, etc.).
- Safety Briefing: Inform the employee about safety protocols and local laws.

## **The Move**

### **Transition from Germany to China**

- Housing: Liaise with a relocater or local entity to find suitable accommodation.
- Registration: Assist with Chinese registration (e.g., obtaining a personal ID code and a residence permit is required).
- Move: Contact international shipping companies for unaccompanied flight luggage.
- Taxes: Coordinate with international tax advisors to understand tax implications.

### **Upon Arrival in China**

- Apply for your Temporary Residence Registration at your local Public Security Bureau (PSB) within 24 hours of arriving in Tianjin (or within 72 hours in rural areas).

- Required for all foreigners staying in residences not operated by hotels (hotels usually register you automatically).
- Needed to process Residence Permits or complete local formalities.

Mobile & Internet:

Advise the relocater to assist with setting up a local SIM card. In Tianjin, popular providers with strong coverage include:

- China Mobile (中国移动) – Best overall coverage
- China Unicom (中国联通) – Good data speeds
- China Telecom (中国电信) – Good for rural/industrial areas

SIM cards can be purchased at provider stores or large shopping malls. Passport is required for registration.

Transport: Arrange a Tianjin Public Transportation Card (津通卡 or JinTong Card):

- Usable on Tianjin Metro, buses, and some taxis
- Available at metro stations, convenience stores, or customer service centers
- Can also be linked to WeChat or Alipay for mobile transport payments

Local Orientation / Culture & Networking:

Assist with connecting to expat networks and cultural groups.

Examples in Tianjin:

- Tianjin International Community (TIC) – WeChat-based expat support and networking
- AmCham China – Tianjin Chapter – Hosts business and social networking events
- Tianjin International School (TIS) and TEDA International School – Often host community events for foreign families
- Facebook Groups – Search for “Expats in Tianjin”
- Local WeChat expat groups – Ask your relocater or coworkers to help you join via QR invite

## Onboarding in China

- Local HR Support: Coordinate with local HR in Tianjin to assist with the onboarding process
- Workplace Setup:  
Ensure the employee has:
  - A dedicated workspace or desk
  - Necessary IT equipment (laptop, monitor, phone)
  - Access to email, internal systems, and VPN (often required for accessing global networks from China)

- Assistance with WeChat Work or other local workplace platforms, which are widely used
- ❑ Introduction to Team: Arrange introductions to local colleagues and key stakeholders.

## Ongoing Support

- ❑ Regular Check-Ins: Schedule regular check-ins to address any issues or concerns.
- ❑ Performance Management: Set clear goals and expectations for the assignment.
- ❑ Repatriation Plan: Plan for the employee's return and reintegration into their home role.

## Post-Assignment Review

- ❑ Debriefing: Conduct a debriefing session to gather feedback and insights from the employee.
- ❑ Evaluation: Assess the success of the assignment and identify areas for improvement.
- ❑ Documentation: Update policies and procedures based on lessons learned.