

Template to Maintain Permanent Residency

1. Personal Information

- **Full Name:**
- **Permanent Residence Number:**
- **Country of Residence:**
- **Date of Residency Granted:**
- **Expiry Date of Residency:**

2. Legal Compliance

- **Tax Compliance:**
 - **Tax Year:**
 - **Tax Filing Status:**
 - **Confirmation of Taxes Paid (Yes/No):**
 - **Any Issues (if applicable):**
- **Criminal Records:**
 - **Background Check Date:**
 - **Any Incidents Recorded (Yes/No):**
 - **Details of Incidents (if applicable):**
- **Employment Status:**
 - **Current Employer:**
 - **Employment Duration:**
 - **Compliance with Employment Terms (Yes/No):**
 - **Details of Issues (if applicable):**

3. Travel Documentation

- **Travel Dates:**
 - **Departure Date:**
 - **Return Date:**
 - **Country Visited:**
 - **Reason for Travel:**
- **Re-entry Permit:**
 - **Applied (Yes/No):**
 - **Permit Number:**
 - **Validity Period:**

4. Residency Documentation

- **Renewal Dates:**
 - **Next Renewal Date:**
 - **Documentation Needed for Renewal:**
 - **Submission Date:**
- **Address Proof:**
 - **Current Address:**
 - **Date of Residency:**
 - **Proof of Address Submitted (Yes/No):**

5. Legal Advice

- **Immigration Lawyer:**
 - **Name:**
 - **Contact Information:**
 - **Consultation Date:**
 - **Issues Discussed:**
- **Legal Updates:**
 - **Source of Information:**
 - **Recent Policy Changes:**
 - **Action Taken:**

6. Record of Communication

- **Communication with Immigration Authorities:**
 - **Date:**
 - **Subject:**
 - **Response Received:**
- **Documentation Submitted:**
 - **Date:**
 - **Details of Documents:**

7. Checklist for Compliance

- Regularly Check for Legal Updates
- Maintain Accurate and Up-to-Date Documentation
- Avoid Prolonged Absences Without a Re-entry Permit
- Ensure Tax Compliance
- Avoid Legal and Criminal Issues
- Seek Legal Advice When Necessary

8. Emergency Contacts

- **Local Embassy/Consulate:**
 - **Address:**
 - **Contact Number:**
- **Immigration Lawyer:**
 - **Name:**
 - **Contact Information:**
- **Personal Emergency Contact:**
 - **Name:**
 - **Relationship:**
 - **Contact Information:**