
CORPORATE MOBILITY | CANADA

Canada — Intra-Company Transfer (ICT) Work Permit

Transfer trusted team members to your Canadian office — executives, managers, and specialized staff via the ICT work permit.

TIMELINE

3 months

At a glance

COUNTRY Canada	ROUTE Corporate Mobility
TIMELINE 3 months	COMPANY STRUCTURE Branch, subsidiary, affiliate, or parent office
OWNERSHIP Foreign ownership allowed with a valid corporate link	OFFICE Leased office or active operational presence required
VISA QUOTA LMIA-exempt under the International Mobility Program (IMP)	LAST UPDATED 1 October 2026

Program Overview

The **Canada Intra-Company Transfer (ICT) Work Permit** allows global businesses to **transfer executives, managers, and specialized staff** to their Canadian entity under the **International Mobility Program (IMP)**. This **LMIA-exempt pathway** supports both **existing offices and new company setups**, making it ideal for multinational expansion. **Xiphias Immigration** assists with documentation, employer portal submissions, and full compliance for smooth, fast processing.

Intra-Company Transfer (ICT) — Canada

The **Canada ICT Work Permit** enables multinational companies to transfer key employees — executives, senior managers, or staff with specialized knowledge — to their Canadian branch, parent, subsidiary, or affiliate. As part of the **International Mobility Program (IMP)**, the ICT stream is **LMIA-exempt**, allowing faster processing and simpler compliance for business expansions in Canada.

{/ restored from the 2019–2026 site /}

Intra Company Transfers

Intra Company transfers are used by companies who want to set up their branch or parent office in Canada. Such an individual must be an expert in his field of work or must belong to the top management of the company. The foreign skilled professional will first have to enter Canada with a work permit. Such a foreign national can work as part of the company made the transfer or can set up a branch for the company he is working for. Through this visa, the employee of the company can get his permanent residency in Canada.

Company's duties towards ICT filing for the employee

- **Physical premises** The company must first obtain physical premises in Canada. If the executive for whom the ICT is being applied for, is the decision-maker for physical premises in Canada, then the company can use counsel's address for the new branch till the time the premises are finalized.
- **Realistic Plans for staff Staffing** a new branch is not an easy proposition. The Canada immigrations require that such staffing of fresh executives in the company for the new branch is well planned. Thus it requires that the company produces realistic plans for staffing their personnel in Canada.
- **Financial stability** The company must produce right financial documents which prove that the company can hold on to self to run the organization and is also able to fund the salaries of employees of the company.
- **Permissions for transfer** While applying for permission for transfer, the company must provide documents about the executive who would be transferred to Canada. These documents include the complete resume of the employee along with functions and duties that the foreign skilled professional would be undertaking in Canada on behalf of the organization. The company must prove that the employee will be taking up his duties only under the guidance and supervision of the company. A proper business plan needs to be submitted proving all of the mentioned points.

Employees need to do the following

- The employment should be full time

ICT Process

- With a local director on board, the company will open a branch or parent in Canada.
- A Business plan is submitted
- A job offer letter from the Canadian corporation needs to be produced
- Salary and position needs to be defined and declared in Canada
- Work permit is applied for

Key benefits

- Fast, LMIA-exempt process under Canada's IMP.
- Ideal for executive and managerial transfers or new office setup.
- Family can accompany; spouse may work, children may study.
- Renewable work permits while business remains active.

Requirements

- 1+ year of full-time work with the foreign employer in the past 3 years.
- Canadian role must be executive, managerial, or specialized knowledge.
- Qualifying link between Canadian and foreign entities.
- For new offices: provide business plan, lease, and hiring plan.

When this route may not fit

- No valid business link between entities.
- Less than one year of qualifying employment.
- Incomplete corporate or financial documentation.

- Canadian entity lacks active business operations.

Employer eligibility and obligations

- Canadian entity must submit an Offer of Employment via the Employer Portal and pay compliance fees.
- Foreign and Canadian offices must share a qualifying relationship — parent, subsidiary, branch, or affiliate.
- For new offices, include a business plan, lease, and hiring plan to prove operations.

How the process works

1

Check eligibility

Confirm the role fits ICT categories and verify one year of qualifying employment.

2

Prepare documents

Gather proof of corporate link, financials, business plan, and job details.

3

Submit via Employer Portal

Canadian entity files Offer of Employment under the IMP and pays compliance fees.

4

Apply for ICT work permit

Applicant submits work permit online with all supporting records.

5

Biometrics & medicals

Provide biometrics, medical exam, or police clearance if required.

6

Decision & entry

Receive IRCC approval and obtain the work permit at entry or by mail.

After transfer and setup

- Maintain payroll, tax filings, and active operations for renewals.
- Register for provincial and federal tax accounts.
- Support dependent work and study permit applications.

Questions clients ask

Is ICT a standalone program?

No. It's a work permit stream under Canada's International Mobility Program (IMP) and LMIA-exempt.

Who qualifies for ICT?

Executives, managers, or specialized knowledge employees with a valid company link.

How long is the ICT work permit valid?

Typically one year for new offices, up to three years for established entities; renewable with proof of activity.

Can my family accompany me?

Yes. Spouses can work and dependents can study while in Canada.

Important notes

- Intra-company transfer work permits are issued under the International Mobility Program, LMIA exemption code C12.
- IRCC work permit fees apply to the main applicant and to accompanying family members' permits, and the Canadian employer pays the employer compliance fee when submitting the offer of employment through the Employer Portal. XIPHIAS confirms the current amounts on canada.ca before filing.
- XIPHIAS confirms IRCC's current C12 operational criteria for each file before applying.
- The timeline shown here is XIPHIAS's own observed average from our case files, not an IRCC published processing standard.

Official sources: IRCC — Intra-company transferees (International Mobility Program, exemption code C12); IRCC — Work permit: LMIA exemptions.



NEXT STEP

Plan your Canada application with our Dubai team

Tell us about your profile, family and timeline. We will confirm whether **Canada — Intra-Company Transfer (ICT) Work Permit** fits, set out the full cost in writing and manage the application with you from start to finish.

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CREDENTIALS

- Advising clients on global mobility since 2009; XIPHIAS Immigration DMCC in Dubai since 2017.
- Named Best Immigration Consultant by The Times of India in 2022.
- Canada files handled by a CICC-licensed Regulated Canadian Immigration Consultant, licence R516194.
- Australia files handled by a registered migration agent, MARA 1680615.

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