

2017

*Foreign Nationals and Commonwealth Citizens
(Employment) (Amendment) Regulations*

SRO. 24

GRENADA

STATUTORY RULES AND ORDERS NO. 24 OF 2017

THE MINISTER IN EXERCISE OF THE POWERS CONFERRED ON HIM BY SECTION 9 OF THE FOREIGN NATIONALS AND COMMONWEALTH CITIZENS (EMPLOYMENT) ACT CAP. 115 HEREBY MAKES THE FOLLOWING REGULATIONS—

(Gazetted 22nd September, 2017).

1. Citation. These Regulations may be cited as the

FOREIGN NATIONALS AND COMMONWEALTH CITIZENS
(EMPLOYMENT) (AMENDMENT) REGULATIONS, 2017.

and shall be read as one with the Foreign Nationals and Commonwealth Citizens (Employment) Regulations CAP. 115 hereinafter referred to as the principal Regulations.

2. Amendment of First Schedule to principal Regulations. The First Schedule to the principal Regulations is amended by deleting “FORM 1” and substituting the following therefor—

“FORM 1

Regulation 3(1)

MINISTRY OF LABOUR		A No.	
WORK PERMIT/EXEMPTION APPLICATION FORM			
FIRST SCHEDULE – FORM 1			
Foreign Nationals and Commonwealth Citizens (Employment) Act			
Please indicate the type of Application:		Work Permit <input type="checkbox"/>	Exemption <input type="checkbox"/>
Part I: To be completed by Prospective Employee			
First Name	Last Name	Middle Name	
Local Address	Gender M F	Occupation:	
Address Overseas (except in case of Renewal)	Date of Birth / /19.....	Country of Birth	
	Marital Status	Nationality	
Telephone No.	Passport No.	Passport Expiry Date / /20.....	
E Mail Address	Country of Issue	Expiry Date: / /20.....	

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MINISTRY OF LABOUR

Guidance for the Issuance of Work Permits - Category A

- All documents must be in English or translated by a registered public translator and notarized.
- Supporting documents must be attached.
- Applications will be processed within twelve (12) working days.
- Application will be cancelled if all documents are not submitted within one (1) month.
- Payments for approved work permits must be made within forty eight (48) hours.

Requirements for New Applicants:-

1. Completed application forms in duplicate with company stamp affixed;
 2. Copy of Passport which includes the Bio-data page and details of the last date of arrival/extension;
 3. Two (2) passport sized photos, with applicants name written in blocked letters at the back;
 4. Letter from employer addressed to the Permanent Secretary;
 5. Police Record/Clearance must be **ORIGINAL**, from the country of residence for the preceding six (6) months;
 6. Notarized copies of certificates of qualification;
 7. Two (2) letters of professional references from previous employer or reputable citizen (if no previous employer);
 8. Copy of Proof of Finance/Bank Statement from reputable bank;
 9. Copy of Business Incorporation;
 10. Tax obligation status from the Inland Revenue Division; and
 11. Certificate of Compliance/Registration from the NIS.
- Registration/Certificate ~~for~~ medical practitioners and allied health workers must be attached on submission to the Ministry of Labour;
 - Letter of Exemption from payment of fees attached;
 - Work permit shall not be granted to persons who are illegal on island;

PLEASE NOTE THE FOLLOWING:-

Applications will not be processed for the following:-

- Persons who are illegal unless status is regularized;
 - Holders of a Visitor Visa;
- Persons without a valid work permit will be subjected to Immigration Laws;
 - All positions **MUST** be advertised for three (3) consecutive weeks before making applications—

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- A fee of \$100.00 will be applied for replacement of loss permits;
- A fee of \$100.00 will be applied for late submission of application for renewal

Requirements for Renewal:-

1. Application must be submitted three (3) months prior to the expiry of work permit; fine will be applied on late applications;
2. Completed Application Forms in duplicate with Company or employer's stamp affixed;
3. Previous Work Permit/Exemption Certificate (original);
4. Cover letter from employer;
5. Two (2) passport sized photos;
6. Copy of passport which includes the Bio-data page, along with the details of the last date of arrival or extension (if any) in Grenada;
7. Certificate of Tax Compliance from Inland Revenue Division; and
8. Certificate of Compliance/Registration from the NIS.

**ON RECEIPT OF A WORK PERMIT THE HOLDER MUST PROCEED TO THE IMMIGRATION AND
PASSPORT OFFICE WITH THEIR PASSPORT**

❖ INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED."

Made by the Minister this 31st day of August, 2017.

OLIVER JOSEPH
Minister responsible for Labour.

GRENADA

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