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)* 

N WORK PERMIT	A No. N FORM								
FIRST SCHEDULE – FORM 1									
Foreign Nationals and Common <u>wealt</u> h Citizens (Employm <u>ent)</u> Act									
Please indicate the type of Application: Work Permit Exemption									
Part I: To be completed by Prospective Employee									
First Name Last Name	Middle Name								
Local Address	Gender M F	Occupation:							
	Date of Birth	Country of Birth							
Address Overseas (except in case of Renewal)	/ /19								
	Marital Status	Nationality							
Telephone No.	Passport No.	Passport Expiry Date / /20							
E Mail Address	Country of Issue	Expiry Date: / /20							

# SRO. 24 Foreign Nationals and Commonwealth Citizens (Employment) (Amendment) Regulations

Fax No.			Previous Work F	Permit No.	Last Date	te of Entry: / /20			
			İ		Purpose of Visit:				
Qualification (Certificate Attached )			Name and Address of Previous Employer						
Qualification (see timeate / teached /									
Work Experience (C	V Attached)								
PART II: EMPLO									
Business/Name of Employer							TIN:		
Business Address			Request for Work Permit is in relation to:				Date of Registration:		
			□ Bilateral/multilateral agreement				/ /		
			□ Investment				Date of Incorporation:		
			Missionary Work Other (Specify)				/ /		
			specify)		NIS Number				
Nature of Business			Stens	Steps taken to employ Nationals					
Job Title and Duties to	Employment Agency								
				GIDC Internal Recrui	tment				
				Advertisement		v) Lo	ical Ove	erseas	
Other									
- 16									
Qualification necessary for Job(Details on attachment)  Reason for Application									
	If no	steps to	aken r	olease state r	eason (At	tach detai	ls)		
Details of programn							•	not citizens of	
Grenada (Full explan						1			
	Citizenship	Professio	onal	Clerks/Service	Skilled	Plant and	Elementary	Total	
Staff Composition	Grenadian			Worker	Workers	Machinery	Occupations		
	CARICOM/OECS	/		/	,	,	,	,	
·	Commonwealth	/		,	/	/	/	/	
	Foreign National							<del>  -</del>	
	Foreign National								
I certify to the best	of my knowledge a	and helief	that the	ahove information	on is correct	and accent t	he responsibility fo	r the support and	
repatriation expense					011 15 001100	and decept t	ne responsibility to	. the support and	
Date			Signature of E			mployer			
				FOR OFFICIAL	USE				
Application approved/refused For a period ofDays/Year Fee Paid \$									
Payment Receipt No									
·									
W.P. No/20/20									
Minister for Labour		/ 20 Date			Issued/Renewed/Cancelled				
Valid from/20 To/20									

#### 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;
- Copy of Passport which includes the Bio-data page and details of the last date of arrival/extension;
- Two (2) passport sized photos, with applicants name written in blocked letters at the back;
- 4. Letter from employer addressed to the Permanent Secretary;
- Police Record/Clearance must be <u>ORIGINAL</u>, from the country of residence for the preceding six (6) months;
- 6. Notarized copies of certificates of qualification;
- 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 <u>MUST</u> 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:-

- Application must be submitted three (3) months prior to the expiry of work permit; fine will be applied on late applications;
- 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;
- 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.