

## **DOCUMENTS REQUIRED FOR APPLICANTS FOR EXTENSION**

### **UNDER THE RIGHT OF ESTABLISHMENT**

#### **A SCAN (PDF FORMAT) OF THE FOLLOWING ARE REQUIRED:**

1. Police Certificate of Character (Trinidad and Tobago only)
2. Bio-data Page of Passport and last Immigration Stamp for applicant(s), spouse and dependents.
3. Marriage Certificate/Divorce Decree
4. Progress Report for the period of operation stamped and signed by accountant
5. Projected accounting Statements for the next three (3) years.
6. Business Registration
7. License to operate (if applicable)
8. Food badge for person(s) operating a restaurant
9. Public Health Certificate
10. Notice of change of Address/ Directors (if applicable)
11. Board of Inland Revenue Registration for Director and Company (if applicable)
12. V.A.T. Registration (if applicable)
13. NIS
14. Companies must show evidence of payments of Annual Returns
15. Notice of assessment
16. Income Tax Returns stamped by the Board of Inland Revenue (for the period of approval)
17. Tax Receipts/ Form C (Business and Individual)
18. Formal Lease/Rental Agreement for Business Premises
19. Letter from Landlord granting permission to the tenant for the operation of the Business
20. Rent Receipts
21. Current contracts
22. Three references (must provide proof of identification and contact information)
23. Most recent Business Bank Statement.
24. One passport sized photo with white background
25. Previous Work Permit Exemptions

**Please note:**

- **Applications must be submitted three (3) months before the expiration of the Work Permit Exemption.**