

**DOCUMENTS REQUIRED WHEN APPLYING FOR MANAGERIAL,
SUPERVISORY AND TECHNICAL STAFF UNDER THE RIGHT OF
ESTABLISHMENT**

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

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR EACH EMPLOYEE:

1. Valid Passport (scan of bio data and page with immigration stamp for all employees, spouse and dependents)
2. Birth Certificate
3. Birth Certificates of Spouses and Dependents
4. Any Change of Name Documents (Affidavits, Deed Polls, etc) if applicable
5. Marriage Certificate, Divorce Decree (where applicable)
6. Detailed description of position (accompanied by job specification as well as qualifications and number of years of experience necessary for position)
7. Proof of Qualifications/Experience in specified discipline (Academic certificates, references, resumes, CVQS, etc)

References must provide contact information: Name, Address, Telephone Number, E-mail and photo ID showing signature

8. Board of Inland Revenue (BIR) Registration Number
9. Registration with national Insurance Scheme/NIS number
10. Police Certificate of Character for all Employees & Spouses and from any other country where they have resided for more than three (3) months. All Police Certificates of Character must be less than six (6) months old
11. One passport sized photo with a white background
12. Previous letter(s) of approval (if applicable)

THE COMPANY MUST PROVIDE THE FOLLOWING:

1. Certificate of Business Registration/ Incorporation
2. Board of Inland Revenue (BIR) Registration Number (certificate)
3. Proof of payment of taxes
4. NIS Number (certificate)
5. Evidence that the Applicant is authorized to conduct business on the company's behalf
6. Contract for the employee