

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

ORIGINAL DOCUMENTS AND TWELVE (12) COPIES OF THE FOLLOWING ARE REQUIRED:

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR EACH EMPLOYEE

- Valid Passport (copy of bio data and page with immigration stamp for all employees, spouse and dependents)
- Detailed description of position (accompanied by job specification as well as qualifications and number of years experience necessary for position)
- 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

- Board of Inland Revenue (BIR) Registration Number
- Registration with national Insurance Scheme/NIS number
- Birth Certificate
- Birth Certificates of Spouses and Dependents
- Any Change of Name Documents (Affidavits, Deed Polls, etc) if applicable
- Marriage Certificate, Divorce Decree (where applicable)
- 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
- Three identical passport sized photos
- Previous letter(s) of approval (if applicable)

THE COMPANY MUST PROVIDE THE FOLLOWING

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



Ministry of Foreign Affairs

Republic of Trinidad and Tobago

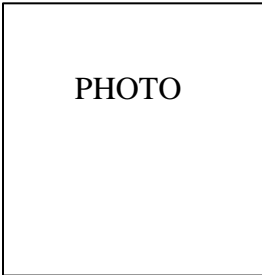
St. Clair Circle

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Website: <http://www.foreign.gov.tt>



(November, 2020)

WARNING TO ALL APPLICANTS:

Any such person who makes a written or oral statement knowingly to be false or misleading is guilty of an offence and is liable to a fine and imprisonment.

NOTE:

Incomplete Applications will not be acknowledged.

This application is to be made by a *Senior Official* authorized to conduct business on the Company's Behalf

APPLICATION FOR MANAGERIAL, SUPERVISORY AND TECHNICAL STAFF UNDER THE RIGHT OF ESTABLISHMENT

Name of Business/Company _____

Business Address _____

Telephone Number _____ Fax Number _____

Email address _____

Type of Business (e.g. Sole Trader, Limited Liability Company etc)

Core Business Activities of the Company _____

Certificate of Registration/Incorporation Number _____

Number of Managerial/Supervisory/Technical Staff required _____

Personal Information on Staff

(Additional pages would be necessary if there is more than one employee)

Name _____

Place of Birth _____ **Date of Birth** _____

Nationality _____ **Marital Status** _____

Passport Number _____ **Expiry Date** _____

Place and Date of Issue _____

Expiry Date of Trinidad and Tobago Immigration Stamp _____

Address (in home country)

Address (in Trinidad & Tobago)

Telephone Number _____

Email Address _____

Position to be held at Company _____

Classification of Job Position (Please tick as appropriate)

Managerial

Supervisory

Technical

Qualification (degree/certificate/diploma)	Institution	Date of Award

Employment history over the last ten (10) years [Start with most recent]:

Name of Employer	Employer's Address	Position held	Duration of Employment	Reason for Termination

Personal Information on Staff (Continued)

Brief Description of Duties to be performed at Company

Dependents (Including Spouse)

Name of Dependent	Relationship to Applicant	Date of Birth	Passport No.	Expiry Date

Have any of these above mentioned persons, their spouses or dependents ever been deported or required to leave this or any other country?

Yes () No ()

If yes, please explain

I, the Undersigned, do solemnly declare that all statements made in this application are true.

Name of Applicant (BLOCK LETTERS): _____

Position in Company: _____

Date _____

Signature of Applicant

Company Stamp or Seal

Official Remarks

