

**RESOLUTION FOR THE PURPOSES OF SECTION 9 OF THE
FOREIGN NATIONALS AND COMMONWEALTH CITIZENS
(EMPLOYMENT) ACT CAP. 115**

WHEREAS it is provided by sub-section (1) of section 9 of the Foreign Nationals and Commonwealth Citizens (Employment) Act Cap 115 (hereinafter referred to as “the Act”) that the Minister may make regulations generally for giving effect to the provisions of this Act;

WHEREAS it is provided by sub-section (2) of section 9 of the Act that regulations made under the Act is subject to approval of Parliament before publication in the *Gazette*;

AND WHEREAS it is now expedient that the Foreign Nationals and Commonwealth Citizens (Employment) (Amendment) Regulations, 2017 attached hereto as a Schedule be approved by Parliament;

NOW THEREFORE BE IT RESOLVED that pursuant to the provisions of sub-section (2) of section 9 of the Foreign Nationals and Commonwealth Citizens (Employment) (Amendment) Regulations, 2017 be now approved by Parliament.

SCHEDULE

GRENADA

STATUTORY RULES AND ORDERS

NO. 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—

Citation

1. 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**”.

Amendment of First Schedule to principal Regulations

2. 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 WORK PERMIT/EXEMPTION APPLICATION FORM FIRST SCHEDULE – FORM 1						A No.	
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:			
		Date of Birth / /19.....		Country of Birth			
		Marital Status		Nationality			
Address Overseas (except in case of Renewal)							
Telephone No.		Passport No.		Passport Expiry Date / /20.....			
E Mail Address		Country of Issue		Expiry Date: / /20.....			
Fax No.		Previous Work Permit No.		Last Date of Entry: / /20.....			
				Purpose of Visit:			
Qualification (Certificate Attached)		Name and Address of Previous Employer					
Work Experience (CV Attached)							
PART II: EMPLOYER							
Business/Name of Employer						TIN:	
Business Address		Request for Work Permit is in relation to: <input type="checkbox"/> Bilateral/multilateral agreement <input type="checkbox"/> Investment <input type="checkbox"/> Missionary Work Other (Specify).....				Date of Registration: / /	
						Date of Incorporation: / /	
						NIS Number	
Nature of Business		Steps taken to employ Nationals					
Job Title and Duties to be Performed (Attached)		<input type="checkbox"/> Employment Agency <input type="checkbox"/> GIDC <input type="checkbox"/> Internal Recruitment <input type="checkbox"/> Advertisement (attach Copy) Local Overseas Other					
Qualification necessary for Job(Details on attachment)				Reason for Application			
<i>If no steps taken please state reason (Attach details)</i>							
Details of programme (if any) instituted by Employer to train citizens of Grenada to fill posts now held by persons who are not citizens of Grenada (Full explanation attached)							
Staff Composition	Citizenship	Professional	Clerks/Service Worker	Skilled Workers	Plant and Machinery	Elementary Occupations	Total
	Grenadian						
	CARICOM/OECS	/	/	/	/	/	/

	Commonwealth						
	Foreign National						

I certify to the best of my knowledge and belief, that the above information is correct and accept the responsibility for the support and repatriation expenses of the applicant should the need arise.

Date **Signature of Employer**

FOR OFFICIAL USE

Application approved/refused For a period ofDays/Year..... Fee Paid \$.....

Payment Receipt No

W.P. No

...../...../20.....

Minister for Labour **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;
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–
- 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 day of , 2017.

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Minister responsible for Labour

Approved by the House of Representatives this day of , 2017.

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Clerk to the House of Representatives

Approved by the Senate on this day of , 2017.

Clerk to the Senate