

CHECK LIST FOR GAINFUL OCCUPATION PERMIT APPLICATIONS

In order to assist in the prompt processing of your application(s), kindly ensure that all documents requested in this check list are submitted with the application.

Kindly note that incomplete applications create delays to service delivery. Therefore your cooperation would be highly appreciated.

Processing fee (nonrefundable) of Sr.1000/- per application + permit fees for the whole duration for which the permit is being sought @ Sr.700/- per month or part thereof. (ALL);

Endorsement fee of Sr. 1000/- for each Dependant to be endorse on the permit. (ALL);

Short Term Gainful Occupation Permit (up to one month)

Gainful Occupation Permit application to be completed fully and submit to Immigration Office, Independence House

Covering Letter stating the need for the foreign workers

Copy of prospective employee's passport data base

Two passport size photographs

Temporary Gainful Occupation Permit (up to three months)

Gainful Occupation Permit application to be completed fully and submit to Immigration Office, Independence House

Covering Letter stating the need for the foreign workers

Copy of prospective employee's passport data base

Two passport size photographs

Medical fitness certificate endorsed by the Occupational Health Section in the Ministry of Health

Long Term Gainful Occupation Permit (above three months)

Gainful Occupation Permit application to be completed fully and submit to Immigration Office, Independence House

Tourism Incentive Act (TIA) / Agriculture and Fisheries Incentive Act (AFIA) Certificate (Whichever is applicable);

List of updated work force (Giving names, posts titles & nationality) Applicable for (TIA / AFIA) certificate holders only);

CV and relevant certificate (s) of competence and certificate(s) of past employment

Detailed Job description

Two passport size photographs of prospective employee

Medical fitness certificate of the prospective employee from the Occupational Health section Ministry of Health. See medical requirements to be submitted to Occupational Health Section)

(All accommodation new or existing housing for more than 5 workers must prior to occupancy be approved by the Public Health section of the Ministry of Health and a certificate to that effect is required and to be attached to the GOP applications)

Also consult the page ANNEX1 below / reverse regarding "Minimum medical test requirement for employment in Seychelles"

Copy of prospective employee's passport date page

Copies of advertisement of the vacancy which must have appeared at least on three consecutive days in a local newspaper; also names of local applicant(s) who applied for the vacancy and reason for being unsuccessful.

All new companies:

Memorandum and Article of Association;

Company's registration certificate;

Copy of valid License; (where applicable)

On approval of the permit the followings will be required within one month of entry of the employee:

1. A security Bond/Bank guarantee from a Seychelles Bank will be required. The amount will depend on the nationality or country of residence of the employee. (See table below / reverse of page).

A group security bond / Bank guarantee may be approved upon written request;

2. A contract of employment attested by the Employment Department

Important. The prospective expatriate employee should not enter the country without prior approval for the Gainful Occupation Permit.

Thank you for your cooperation

ANNEX 1

MINIMUM MEDICAL TEST REQUIREMENT FOR EMPLOYMENT IN SEYCHELLES

- The following are the minimum medical requirement for employment in Seychelles. The medical examination and tests have to be done at a reputed medical institution, preferably one approved by the Ministry of Health and Social Development.
- All original results have to be sent. The laboratory and medical institution may be contacted at any time to verify authenticity of the results. X ray film has to be submitted with all the other medical documents.
- The occupational unit may repeat any or all of the tests and physical examination as a check measure and to verify genuineness of results.
- The Public Health department reserves the right not to pass the medical examination and test results if it determines that the entry of the individual will pose a public health risk while in the country.
- A certificate of fitness will be issued to the GOP applicant and to be attached with the GOP application.

The minimum requirements are

1. Full physical examination
2. Chest Xray with accompanying report and film
3. Full blood count
4. Urinalysis
5. Stool culture for salmonella typhi
6. Hepatitis B
7. VDRL
8. HIV

For any clarification regarding Public Health requirements for accommodation for group of workers and Medical fitness certificate please consult the Public Health Department of the Ministry of Health. Tel: (248) 4388078/9. Email: Jude.Gedeon@health.gov.sc / Shobha.Hajarnis@health.gov.sc

Reference for security Bond / Bank guarantee (For countries not listed be please consult Immigration office Work permit section)

Nationality	Amount	Nationality	Amount
Australia	Sr. 16,000	China	Sr. 16,000
Cuba	Sr. 24,000	Czech Republic	Sr. 24,000
France	Sr. 15,000	Ghana	Sr. 12,000
India	Sr. 10,000	Indonesia	Sr. 15,000
Italy	Sr. 15,000	Libya	Sr. 24,000
London	Sr. 15,000	Madagascar	Sr. 10,000
Maldives	Sr. 7,000	Mauritius	Sr. 7,000
Nairobi	Sr. 7,000	Nigeria	Sr. 12,000
Philippines	Sr. 15,000	Reunion	Sr. 5,000
Russia	Sr. 24,000	Rwanda	Sr. 12,000
Serbia	Sr. 24,000	Singapore	Sr. 12,000
South Africa	Sr. 12,000	Sri Lanka	Sr. 10,000
Tanzania	Sr. 12,000	UAE	Sr. 7,000
USA	Sr. 24,000	Yugoslavia	Sr. 24,000

REPUBLIC OF SEYCHELLES
THE IMMIGRATION DECREE, 1979
(Section 15)

Application for Gainful Occupation Permit

NOTE: **1.** All questions must be answered in full and as clearly as possible. A dash (-) cannot be accepted as an answer and the expression “not applicable should be avoided

Part II of the form need be completed by self-employed persons.

- 2.** A processing fee (non-refundable) of Sr.1,000 and the permit fee @ Sr. 700 per month for the whole duration of the permit being applied for is payable on submission of the application.
- 3.** Additional fee of Sr. 1,000/- for endorsement of each Dependant. (Spouse and minor children)
- 4.** **To better assist you with the documents to be submitted with your application, you are advised to refer to the attached “Check List”**

I/We hereby apply for a gainful occupation permit to allow the person whose personal particulars are given in Part 1 to be gainfully

Employed as

In Seychelles during the period.....

.....
Signature of employer/ Self-employed

Date.....

Part 1 – Personal Particulars

1. Full names: (Mr. /Mrs. /Miss.)
(Surname first in Capital letters)
2. (a) Place and Country of birth.....
(b) Date of birth.....
3. Nationality.....
4. Passport details:
(a) Passport number..... (b) Date of issue.....
(c) Place of issue..... (d) Date of expiry.....
5. State whether married/single./divorce/widower/widow:
6. Particulars of persons whose names the foreign worker wishes endorsed on his permit, if approved, to enable them to reside with him.

	NAME	DATE OF BIRTH	PLACE OF BIRTH	RELATIONSHIP
1.
2.
3.
4.
5.
6.

7. Present address:

8. Qualifications (To be supported by documentary evidence)
 - (a) Educational
 - (b) Professional of technical
 - (c) Which language are you proficient in

	Names and full postal address of previous employers	Nature of employment	Period of employment
(i)
(ii)
(iii)

(Please use separate sheet)

9. How was the offer of his services obtained?
10. Give detail of criminal convictions in any country (if none, write 'NONE'

PART II

(To be completed by employer)

1. I/We Name of employer)
Tax Identification Number (TIN)
Of (postal address)
Being engaged in (state profession or business)
.....
Wish to employ the person whose particulars are given in Part 1.
2. Description of job offered to foreigner
3. Date from which worker is required
4. Period of employment offered
5. Annual salary offered
6. Details of any other payments or allowances offered e.g. accommodation/traveling/entertainment:
.....
7. Give reasons for wishing to employ a foreign worker (Use separate sheet)
8. (a) What steps have you taken to employ Seychellois citizens to fill vacancy?
.....
(b) If the post has been advertised please submit:
(i) copies of advertisements
(ii) names of applicants
(iii) reasons why applicants do not qualify for he jobs
9. If you do not have a Seychellois citizen under training for this post, fill in the following:
(i) Minimum qualification for this post
.....
(ii) Steps to engage a trainee
10. If this application is approved, will the proposed employees be instrumental in training Seychellois citizens? If so, give full
details
.....

I hereby certify that the foregoing particulars are correct in every detail.

Date

.....
Signature of employer

PART III

(To be completed by self-employed persons)

I/We (Name of self-employed)

Tax Identification Number (TIN)

of (Postal address)

being engaged in (state profession or business) wish to be gainfully occupied.

1. Job description

.....

2. Place of employment (give full details and state whether licences required have been obtained)

.....

3. Particulars of capital available (To be supported by documentary evidence)

4. (a) How many citizens of Seychelles will you be employing?

.....

(b) Please give details of their posts

.....

.....

I hereby certify the following particulars are correct in every detail.

Date

.....
(Signature of applicant)

FOR OFFICIAL USE

Received on

Cr. No

.....
Signature of Account Officer

Remarks:

.....
.....
.....
.....
.....