

NOTES FOR THE GUIDANCE OF NEW APPLICATION GAINFUL OCCUPATION PERMIT.

TO FACILITATE THE PROCESSING OF YOUR APPLICATION YOU ARE ADVISED TO FOLLOW THE GUIDELINES GIVEN BELOW IN ADDITION TO THE NOTE AT 1-4 ON THE APPLICATION FORM

1. The forms must be completely **FULLY** (if necessary, you should give details/explanations on separate sheet) e.g. where "Name and full postal address of Employer at No.8 of Part II is asked, full details of previous employment should be given.
2. (a) Where "Job description" at No. 2 of Part II is asked, you **MUST** give ALL duties of the post.
 - (b) For persons setting up a business (including self-employed persons) full details of business **MUST** be given in an accompanying letter. Documents such as Memorandum and Articles of Association, Company Registration Certificate, copy of licence if obtained, copy of lease where applicable, proof of capital available, details of post(s) of Seychellois Citizen to be employed etc. **MUST** be submitted.
 - (c) ALL Documents requested in the application form **MUST** be submitted.
3. FULL DETAILS **MUST** BE GIVEN FOR NOS 7-10 OF PART II – E.G.
 - (a) Where post has been advertised, copies of advertisement **MUST** in all cases be submitted as requested.
 - (b) The full names of applicants **MUST** be given.
 - (c) Reasons why applicants do not qualify for the job **MUST** also be given.
 - (d) Letter of confirmation from the Employment Division on availability/non-availability of Seychelles Citizens for the post.
4. At the No.10 full details of training **MUST** be given including the FULL NAME of the trainee and the proposed date of the localization plans/training programmes are submitted.

APPLICATION MUST BE SUBMITTED IN DUPLICATE
A PROCESSING FEE OF SR600/- AND THE FULL FEES OF SR18,000 (FOR ONE YEAR) MUST ACCOMPANY YOUR APPLICATION

ALL DOCUMENTS BEING SUBMITTED WITH YOUR APPLICATION WHICH ARE IN LANGUAGES OTHER THAN ENGLISH OR FRENCH MUST BE ACCOMPANIED BY A TRANSLATED COPY IN EITHER OF THE TWO LANGUAGES.

PLEASE NOTE THAT INCOMPLETE FORMS WILL NOT BE ACCEPTED. THEY WILL BE RETURNED TO YOU AND THIS WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION.

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 not be completed by self-employed persons.

2. A processing fee of R. 600 is payable on submission of the application.
3. The application form is to be completed in duplicate.
4. The undermentioned documents should be attached to this application.

- (a) Three full face, passport type, photographs of all persons mentioned on the application form. Every photograph must on the reverse side thereof, reflect the full first names and surname of each individual. (Instant or machine type photographs are not acceptable).
- (b) References or certificates of service from previous employers as to the worker's competency in the trade or profession that he intends to follow.
- (c) Police certificates for periods of residence in those countries where the worker has resided for a period in excess of three months and where such certificates are obtainable.
- (d) Educational, apprenticeship and professional or technical certificates.

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

employed as

in Seychelles during the period

.....
Signature of employer/employee Self-Employed

Date

PART I — Personal Particulars

1. Full name: (Mr/Mrs/Miss)
(Surname first)
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/divorced/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 or technical
 - (c) Which languages are you proficient in

	Name and full postal address of previous Employers	Nature of employment	Period so employed
(i)
(ii)
(iii)

(Please use separate sheet)

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

PART II

(To be completed by employer)

1. I/We (Name of employer)
of (postal address)
being engaged in (state profession or business)
.....
wish to employ the person whose particulars are given in Part I.
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/travelling/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 the job.
9. If you do not have a Seychellois citizen under training for this post, fill in the following:
- (i) Minimum entry qualifications required for this post
 - (ii) Steps to engage a trainee
10. If this application is approved, will the proposed employee 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)

I/We (Name of self-employed)
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 that the following particulars are correct in every detail.

Date

.....
(Signature of applicant)

FOR OFFICIAL USE ONLY

Received on Cr. No

.....
Signature of Immigration Officer