

**Regulations of Anguilla: 33/2023**Gazette Dated: 27<sup>th</sup> October, 2023

## LABOUR (RELATIONS) ACT, 2018 (ACT NO. 14/2018)

**WORK PERMIT REGULATIONS, 2023**

Regulations made by the Minister under section 183 of the Labour (Relations) Act, 2018 (Act No. 14/2018).

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**Interpretation**

1. In these Regulations—

“category of work permits” mean a general, temporary or self-employment work permit.

**Skills required for category of work permits**

2. (1) The skills required for a category of work permit may be grouped as follows—

- (a) unskilled or low-skilled work;
- (b) semi-skilled work;
- (c) skilled-work; and
- (d) professional work.

(2) The skills necessary for a category of work permit and the requisite fees are detailed in Schedule 1 and the Minister may determine from time to time what type of work falls into a category and the requisite fees that must be paid.

(3) Where there is a range of fees in Schedule 1, the Minister must determine the exact fee payable based on the policies of the Ministry and the information provided on the work permit application.

**Duration of work permit**

3. The Minister may determine the duration of a work permit according to the policies of the ministry but generally—

- (a) unskilled or low skilled work and semi-skilled work attracts up to 1-year work permits; and
- (b) skilled and professional work attracts up to 2-year work permits.

**Conditions which apply to work permits**

4. All work permit holders shall be subjected to—

- (a) conditions of good character;
- (b) the person demonstrating a positive contribution towards the development of the Anguillian society; and
- (c) any other condition that the Minister considers at the time of granting the work permit to be necessary and reasonable for the development of the labour market and the society as a whole and—
  - (i) different conditions may apply to different categories of work permits, or
  - (ii) specific conditions may apply to the grant of an individual work permit.

**Visiting professional/technical work permit**

5. (1) Where an employer does not need to have full-time staff resident on island but from time to time needs to utilize the services of a specialist person who resides overseas to—

- (a) service, maintain or repair equipment;

- (b) perform specialist skills such as a visiting medical doctor, engineer, auditor, lawyer, professor, project manager;
- (c) conduct a specific task or complete a specific project with a start date and end date; or
- (d) oversee: a start-up business, restructuring in a business, product implementation;

that employer may apply for a visiting professional/technical work permit.

(2) The Minister may grant a visiting professional/technical work permit for up to one year on the terms and conditions that the Minister considers fit.

(3) A visiting professional/technical work permit is a category of general work permits.

#### **Temporary work permit (seasonal work)**

6. (1) A temporary work permit may granted by the Minister for up to 4 months where—
- (a) a request has been made for a person to perform a specified task that would start and finish within 4 months;
  - (b) persons are needed to perform seasonal work;
  - (c) a person is awaiting the renewal of the work permit or the finalisation of the process for the grant of a work permit;
  - (d) the employer is unable to temporarily provide work to an employee; and
  - (e) the Minister is of the view that it is in the public's interest to grant this type of permit.

(2) The Minister may extend a temporary work permit by up to 2 months but no further extensions may be granted after 6 months.

#### **Exemption from obtaining work permit**

7. (1) An exemption from obtaining a work permit may be granted to a person—
- (a) based on the office that the person occupies;
  - (b) based on the operation of any law; or
  - (c) at the discretion of the Minister.

(2) Where the Minister exercises their discretion to exempt a person from obtaining a work permit the Minister may do so based on the terms and conditions that the Minister considers fit but the exemption may be for an indefinite period or for a specified period.

(3) A person who would like to be exempted from obtaining a work permit must write to the Minister explaining the reasons for the exemption and attach any supporting documents including: identification, character reference and if relevant, qualifications and work experience.

**Application for a work permit**

8. (1) An application for a work permit must be made using a Form in Schedule 2 in the following manner—

CATEGORY OF WORK	FORM
(a) General work permit	Form 1
(b) Temporary work (general)	Form 1
(c) visiting professional/technical work permit	Form 2
(d) seasonal workers	Form 3
(e) self-employment work permit	Form 4

(2) Notwithstanding subsection (1), a person cannot apply for a self-employment work permit where the category of work is zero-rated.

(3) A person who applies for a work permit, including a work permit that is zero-rated, must pay the non-refundable application processing fee of \$300.

**Notice of the Grant of a Work Permit**

9. (1) Where a work permit has been approved by the Minister, the applicant shall collect a Notice of the Grant of a Work Permit setting out any specific conditions applicable to that work permit or class of work permits, the duration of the work permit and the fees payable to be issued the work permit.

(2) The Notice of the Grant of a Work Permit shall be valid for up to 6 months from the date it is granted and shall be used for the purposes of facilitating payment of the requisite fees at the Inland Revenue Department but it is not the work permit.

**Fees for work permits**

10. (1) Where the Minister has approved the grant of a work permit, the fees established in Schedule 1 must be paid in order to be granted the work permit.

(2) The fees for the grant of a self-employment work permit shall be twice the amount payable for a work permit listed in Schedule 1.

(3) The fees for the grant of a temporary or seasonal work permit shall be based on the *pro-rata* principle, unless, having regard to the particular facts of the application, the Minister considers this approach to be inappropriate and thereby substitutes an appropriate fee.

(4) The payment of the fees are for the duration of the work permit unless the Minister is of the view that the fees for a particular work permit must be paid on an annual basis.

(5) On payment of the requisite fees, the receipt of payment shall be attached to the Notice of the Grant of a Work Permit and submitted to the Labour Department.

(6) Where the employee performs unskilled or low skilled or semi-skilled work, that employee shall not pay any part of the fees for a work permit.

(7) Where the employee performs skilled or professional work then the employer may ask the employee to pay up to 50% of the work permit fee in Schedule 1 if the employer can demonstrate that the employee agreed to this prior to the work permit being granted.

(8) Where the employment contract ends prematurely, the employer shall not be refunded the work permit fees or any portion of the work permit fees paid to Government.

**Training fee**

**11.** (1) Subject to subsection (2), the fees for the grant of each work permit shall include the payment of—

- (a) 20% of the work permit fee where the work permit is for Chief Executive Officers or Managers of: banks, insurance companies, hotels and other similar managerial positions as determined by the Minister; and
- (b) 10% of the cost of the work permit for all other categories of work.

(2) Subsection 1 does not apply to zero-rated categories of work permits, persons who have been exempted from obtaining a work permit and any person that the Minister waives from paying this fee.

**Renewal of work permit**

**12.** (1) A person may apply to renew a work permit where the terms and conditions of employment generally remain the same as noted on the original application.

(2) An application for the renewal of a—

- (a) general work permit must be made using Form 1 in Schedule 3; and
- (b) self-employed work permit must be made using Form 2 in Schedule 3.

(3) The processing fee for the renewal of a work permit is \$300.

(4) Where the Minister agrees to renew a work permit, the applicant shall be issued with a Notice of Renewal of Work Permit and this Notice is valid for 3 months from the date it was granted.

**Variation of the work permit**

**13.** (1) Where the employer and the prospective employer agree to vary the work permit, the prospective employer must write to the Minister requesting a variation of the work permit and attach—

- (a) a consent letter by the employer agreeing to the variation;
- (b) a consent letter by the employee agreeing to work with the prospective employer;
- (c) any variation to the terms and conditions of the employee; and
- (d) a receipt indicating that the variation fee has been paid.

(2) The prospective employer must pay the variation fee of \$300.

**Replacement of work permit**

**14.** (1) A person who would like to have a work permit replaced must pay a replacement fee of \$100 and apply to the Minister using the Form in Schedule 4.

(2) On payment of the replacement fee, the Minister shall issue a replacement work permit.

**Extension of a work permit**

**15.** (1) Where the term for the work permit is about to expire but the services of the work permit holder is still needed for a short time beyond the time when the work permit ends, the employer may apply for an extension of the work permit.

(2) A work permit may be extended for up to 4 months beyond the time when the work permit is scheduled to end.

(3) Where the employer would like to have the work permit extended, the employer must write to the Minister explaining the reasons for requesting the extension and the length of time that the employer is requesting.

(4) Where the Minister grants an extension of a work permit, the applicant shall be issued with a Notice of Extension of a Work Permit and must pay the non-refundable fee of \$300 and attach the receipt to the Notice of Extension of a Work Permit.

(5) Where the work permit has been extended, the Minister may include the extension period on the back of the work permit.

#### **Security deposit**

16. The Minister may require the employer who has been granted a work permit to deposit with the Accountant General a sum that the Minister considers sufficient to ensure the work permit holder's return to his or her country of origin on termination of the period for which he was permitted to remain in Anguilla under the provisions of the Immigration and Passport Act.

#### **Waiver of work permit fees**

17. (1) The Minister may waive the payment of any fee associated with the processing of a work permit if the Minister considers that it is fit and proper to do so.

(2) Where the Minister exempts a person from obtaining a work permit, the fees associated with the processing of that work permit are also waived.

(3) A person who would like to have the work permit fees waived may write to the Minister explaining the reasons for requesting a work permit fee waiver.

#### **Employer Business Information Form**

18. Where an employer applies for a Chief Executive Officer or similar position or where an employer consistently applies for work permits or applies for a work permit in a field where Anguillians are generally known to be skilled in, the Minister may request that the employer files an Employer Business Information Form in Schedule 5.

#### **Register**

19. The Department of Labour shall keep and maintain a manual or electronic register or both—

- (a) of persons who have been granted a work permit;
- (b) of persons who have been exempted from obtaining a work permit;
- (c) of persons who have received a waiver of fees;
- (d) of persons who had their work permit revoked, cancelled, extended or varied;
- (e) of amendments made to a Schedule; and
- (f) concerning any matter that the Minister considers should be kept in a register.

**Work Permit Certificate**

20. (1) The Minister shall issue a Work Permit Certificate in Schedule 6 to an applicant who has been granted permission to work in Anguilla in the following manner—

- |   |               |
|---|---------------|
| (a) general work permit                         | certificate 1 |
| (b) visiting professional/technical work permit | certificate 2 |
| (c) self-employment work permit                 | certificate 3 |
| (d) temporary/seasonal work permit              | certificate 4 |
| (e) work permit (exemption)                     | certificate 5 |

(2) Where the Minister considers it necessary, he or she may attach a Notice of Conditions detailing any condition that the work permit holder must abide by in order to hold the work permit or to have the work permit renewed, extended or varied.

(3) The Minister may adjust the language on the Work Permit Certificate according to the permit being granted.

**Electronic documents**

21. Where a written document, record or information is required under this Act that requirement may be met by information in electronic form.

**Amendments to schedule**

22. The Minister may amend each schedule from time to time and any amendment made shall be enforced on the date of publication in *Gazette*.

**Transitional**

23. Every application for a work permit (including a variation, replacement, extension) and exemption from obtaining a work permit which were received by the Labour Department or the Ministry and which were pending when these Regulations come into force is to be taken to be an application made under these Regulations and these Regulations apply accordingly.

**Repeals**

24. The Work Permit Regulations R.R.A. C105-1 is repealed.

**Citation**

25. These Regulations may be cited as the Work Permit Regulations, 2023.

**SCHEDULE 1**

(Sections: 2(2), 10(1) and (2), 10(7),)

**GENERAL CATEGORIES OF WORK AND THE REQUISITE FEES**

<b>Part 1</b>	
<b>Unskilled or Low-Skilled Work and Semi-Skilled Work</b>	
<b>CATEGORY OF WORK</b>	<b>Fees \$</b>
<b>Domestic servants/maids – local homes</b>	
Carers for the elderly/disabled/sick.....	0
Child care/baby sitters.....	0
General maid services or a combination of maid and child care.....	100
Caretaker (house).....	200
<b>Religious leaders</b>	
Pastors, deacons, bishops and other members of the clergy.....	0
<b>Care work/medical</b>	
Geriatric care assistants.....	0
Nurse aids.....	0
Nursery school teachers and attendants.....	0
Teacher assistants.....	0
Dental assistants.....	0
<b>Non-hotel tourism sector</b>	
Waiters/waitresses.....	1,575
Bakers/assistant bakers.....	800
Unskilled bakery assistant.....	500
Kitchen assistants/cleaners/dishwashers.....	500
Bartender.....	840
Cooks.....	1,575



Groundsman.....	1,575
<b>Small Businesses/Supermarkets/Stores</b>	
Sales clerks.....	1,000
Store/Supermarket attendants.....	1,000
Cashiers.....	1,000
Secretaries.....	3,150
Customer Service Representative.....	1,575
Service Agent.....	1,575
Gas Attendants .....	1,000
Storekeeper.....	1,000
Data entry/Retail clerks.....	3,000
Clerical Officer/Office Assistant.....	3,000
Administrative/Personal Assistant.....	3,000
Verification Officer (Banks).....	4,000
Front Desk/Inventory Clerk.....	4,000
Receptionists/Secretaries.....	4,000
Teller/Accounts Clerk.....	4,000
Business Support/Credit Sales Support Officer.....	4,000
Customer Service Agent.....	4,000
Transaction Processor.....	3,000
Operations Officer.....	3,000
Junior Reporter.....	3,000
Bookkeeper.....	3,000
<b>Skilled manual workers/tradesmen/outdoor work</b>	
General labourer or construction helper.....	3,000
Masons, stone masons, drywaller (sheetrock) .....	3,000

Steel-man/bender/fabricator.....	3,000
Electricians, plumbers, carpenters .....	1,500
Gardener/landscaping, horticulture, agriculture .....	1,500
Painter/Tiler/Rofer/Joiner.....	2,000
Plant Attendant.....	2,000
Sandblaster/scaffolder.....	1,800
Pool technician.....	1,500
Diver.....	4,200
Caddy Master.....	4,200
Installer (marble, etc.).....	4,200
Project Foreman.....	4,500
Boat Captain.....	4,200
Sprinkler Fitter.....	2,625
Linesman/assistant linesman.....	2,625
Draftsman.....	2,625
Dolphin Trainer.....	1,575
Survey assistant.....	1,575
Watchman.....	1,575
Farmer.....	1,575
Stable Hand.....	1,575
Vendor.....	2,000
Deck Hand.....	4,200
Ramp Agent.....	1,575
Duct work officer.....	1,575
Fisherman.....	3,000

<b>Vehicular services</b>	
Truck driver.....	2,625
Auto-mechanic.....	2625
Auto-mechanic services and repair specialist.....	2000
Crane operator.....	2,625
Heavy equipment operator.....	2,625
<b>Law enforcement</b>	
Security officer .....	1,575
Bodyguards .....	1,575
<b>Spa/beauty/fitness services/Sports</b>	
Esthetician .....	1,500
Cosmetologist .....	1,500
Barber .....	1,000
Hairdresser.....	1,500
Manicurists/Pedicurists/Nail-technician.....	1,000
Massage/Spa therapist .....	2,000 – 5,500
Yoga/Fitness instructor/Trainor .....	2,000
Dietician .....	1,000
Massage assistant.....	500
<b>General</b>	
Tailor/seamstress/assistant.....	1,000
Shoemakers .....	500
Technician: Refrigerator, air-condition, washer, dryers, elevator, cable .....	1,500
Electronic repair technician .....	1,000
Videographer/Photographer.....	5,500
Peddler.....	1,000
Upholsterer.....	2,000

Model.....	2,625
Rigger/Assistant rigger.....	2,000
General operative.....	2,625
Solid Waste Collector.....	1,765
Time Keeper.....	1,765
Wedding planner.....	2,500
Credit Control Administrator.....	2,000
Insurance Underwriter.....	5,000
Online Marketing Specialist.....	5,000
Insulation officer.....	4,200
Designer: (Graphic, Interior, Floral, Fashion, etc.).....	4,200
Health and Safety officer.....	4,200
Technical assistant.....	4,200
Sales and marketing representative.....	4,200
First-Mate.....	3,500
Diving Instructor.....	4,200
Travel Agent.....	5,500
Graphic estate agent/Real estate agent.....	8,400
Butcher.....	1,000
PADI Diver.....	8,400
<b>Staff for Hotel/Restaurant/Villa Sector</b>	
Waiter, waitress.....	3,000
Butler.....	4,200
Housekeeping staff.....	3,000
Bellman.....	3,000
Inflight caterer.....	2,100

Bartenders .....	2,100
Steward (Wine, etc.) .....	1,260
Servers (food & beverage, etc.).....	2,100
Busser .....	1,260
Private service attendant.....	2,100
Beverage cart attendant.....	2,100
Food & beverage order.....	1,260
Executive Chef.....	12,000
Chef, pastry chef, chef de partie.....	8,000-12,000
Executive housekeeping.....	5,500 – 8,000
Mixologist.....	3,000
Food distributor steward.....	3,000
Hostess .....	3,000
Baker.....	2,100
Cooks .....	3,500
Line cooks.....	4,500
Kitchen assistant, cleaner, dishwasher .....	2,100
Receptionist .....	4,000
Telephone operator .....	2,500
Purchasing assistant.....	2,500
Beverage cart attendant .....	2,500
Concierge.....	5,500
Beach/Watersports attendant.....	2,500
Maintenance assistant.....	2,500
Spa director.....	5,500 – 8,000
Spa attendant.....	3,000

Esthetician.....	3,000
Cosmetologist.....	3,000
Hairdresser.....	3,000
Nail-technician.....	3,000
Massage therapist.....	3,000
Fitness instructor.....	3,500
Dietician.....	1,000
Nutrition and exercise physiologist.....	2,000
Tennis professional .....	2,000
Golf professional.....	3,000
Draw coordinator.....	4,200
Cad operator.....	4,200
Sommelier.....	8,400
Manager/director/supervisor positions and the deputies to these positions	4,000 – 8,000

<b>Part 2</b>	
<b>Skilled Work and Professional Work</b>	
<b>Medical/Pharmaceuticals</b>	
Doctor.....	2,000
Chiropractor.....	1,500
Nurse.....	800
Optometrist.....	1,500
Optician.....	800
Pharmacist.....	1,000
Radiographer.....	800
Medical assistant/professional.....	500
Reflexologist.....	800
Veterinarian.....	1,500
<b>Business Administration/Corporate</b>	
Comptroller/Chief Financial Officer .....	5,500
Actuary/Auditor.....	5,500
Night Auditor.....	3,000
Chief Information Officer.....	4,000
Chief Operations Officer.....	4,000
Human Resource Manager.....	5,500
Company/Corporate Secretary.....	5,500
Trust and Corporate Service Provider .....	4,000
Insurance Adjuster.....	4,500
<b>General</b>	
Teacher .....	250
Professor .....	3,000
Counsellor .....	250
Psychologist .....	800
Nutritionist.....	800
Linguist .....	500

Journalist.....	1,000
Lawyer.....	5,500
Paralegals/legal assistant.....	3,000
Engineer.....	5,500
Surveyor.....	5,500
Systems Engineer.....	4,500
IT Specialist.....	4,500
Installation Specialist.....	4,500
Embalmer.....	5,000
Auctioneer.....	5,000
Pilot.....	3,000
Broker/Executive Charter Broker.....	4,000
Translator.....	2,000
Project manager.....	5,500
Architects.....	5,500
Managers/supervisors/directors.....	4,000-5,500
Assistant managers/deputies.....	3,000-5,500
Chief Executive Officers/Managers and their deputies: banks, insurance companies, hotels <i>etc.</i> .....	12,000-15,000



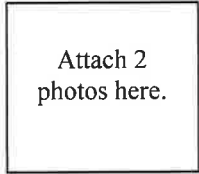
**SCHEDULE 2**

(Section 8)

FORMS

FORM 1

Government of Anguilla  
MINISTRY OF LABOUR  
WORK PERMIT APPLICATION  
(General or Temporary)



This application contains 2 documents:

- Application Form; and
- Basic Outline of Employee’s Terms and Conditions.

1. Indicate the category of work permit applied for:

- a) general
- b) temporary (general)

2. Name of work permit holder:.....  
.....

3. Name of position to be occupied by work permit holder:.....  
.....

4. How long do you want a work permit for?.....; Expected start date:.....

5. Name of employer: .....

6. Contact information of employer:

email: .....

cell or tele: .....

Address:.....  
.....

7. Is the employee a family member of the employer? Y  N .

8. If yes, what is the relationship?.....

9. Place of employment (if different to employer): .....

.....

email: .....

cell or tele: .....

Address: .....

10. How did you make contact with the employee? .....

11. Was the position advertised? Y  N . If yes, indicate where and for how long?.....

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

- Attach a copy of the advertisement.
- If the position was not advertised then attach the exemption letter from the Minister.
- Did a qualified Anguillian or their spouse or a qualified person legally and ordinarily resident on Anguilla apply for the position advertised? Y  N .
  - If yes, then indicate the name, address, email and cell phone information for each person and attach this in a separate note.
- Explain why employment has not been taken up by an Anguillian or their spouse or by a person legally and ordinarily resident on Anguilla and attach this in a separate note

PROSPSECTIVE EMPLOYEE’S INFORMATION

1. Name of applicant (in full): .....

..... Sex:  M  F

2. Contact information:

email: .....

cell or tele: .....

Address outside of Anguilla: .....

.....

Address in Anguilla: .....

.....

3. Identity Information:

Country of birth.....

Date of birth:.....; age:.....

Nationality: .....

Passport number: .....

4. Can the employee communicate in English: Reading Y  N ; Writing Y  N ; Speaking Y  N ?

5. Qualifications and experience:

Relevant qualifications and year attained	Name of Institution
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

If the above is not applicable then indicate previous work experience: .....

.....

.....

.....

.....

Previous employers for last 5 years:

Employer's name	Address and contact information	Position held
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

6. Please indicate the immigration status applicable to the applicant:

- not on island;
- on island – visitor;
- on island – temporary work permit;
- on island – living with a person who has a work permit/residence stamp holder/government worker;
- on island – living with Anguillian as spouse or partner;
- on Island – other – explain:.....

7. Has the applicant been granted previous work permits? Y N. If yes, then indicate when: .....

.....

.....

8. Has a work permit been denied to the applicant by Government of Anguilla? Y N. If yes, indicate when and why: .....

.....

9. Does the applicant have any contagious disease? Y  N .; If yes, provide details of this: .....

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

10. In the past 10 years, has the applicant been convicted of any criminal offence for which a sentence of imprisonment was imposed - in any jurisdiction? Y N. If yes, provide the following details:

Date	Offence	Sentence
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

11. Does the Applicant have an outstanding arrest warrant in any country? Y  N .; If yes, provide details of this:

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

12. Has the Applicant ever been restricted from entering any country or deported from any country?

Y  N . If yes, provide details:

Date	Country	Sentence
.....	.....	.....
.....	.....	.....
.....	.....	.....

**DEPENDANTS**

Fill in the information for the persons who will be residing with you for duration of work permit.

**SPOUSE or PARTNER**

Sex:  M  F

Name	Marital status	Nationality	Age
.....	single <input type="checkbox"/> or married <input type="checkbox"/>	.....	.....

**CHILDREN**

Name	Nationality	Age
.....	.....	.....
.....	.....	.....

.....  
.....

**DECLARATION**

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of employer/employer's representative: .....

Signature of employer/employer's representative: .....

Position held: .....

Date: ...../...../.....



{If a Company, Place Company Stamp here}

Part 2

GENERAL TERMS AND CONDITIONS FOR WORK PERMIT HOLDERS

This document is to be filled out by the employer and is used for the protection of the employee

The Labour Department will forward a copy of this document to a prospective work permit holder

Name of Employer: .....

Name of Business: .....

Name of Employee: .....

Position to be held: .....

Start date: .....

End date: .....

Amount of salary/wages: .....

Time when salary/wages will be paid: .....

Hours/days an employee will work: .....

Weekly periods of rest: .....

Daily breaks and how long:

- Lunch: time:.....; how long:.....
- Other meals: time.....; how long:.....
- General breaks: time: ..... how long: .....

Amount of holidays per year: .....

Do you require the employee to pay 50% of the work permit fee? Y N. If yes, then indicate the amount: .....

Will you be covering the travel to Anguilla? Y N. If yes, then indicate the flight and/or boat arrangements: Flight information and cost: .....

Is there a travel allowance to facilitate arrival to Anguilla? Y N. If yes, then indicate the amount: .....

Does this employee require a visa to travel to Anguilla Y N. If yes, then indicate the cost of the visa and who is going to pay for it: .....

Other Benefits:

- Housing: Y N; if yes then indicate either the allowance amount and time of payment: .....OR

state the location of the house provided:.....

OR

describe the room and board if the person is living-in: .....

- Transportation: Y N; if yes then indicate either the allowance amount or indicate whether a vehicle or car service will be provided: .....

- Health insurance: Y N

- Pension: Y N

- Gratuity:Y N

- BonusesY N

- Profit sharingY N

- Stock optionsY N

- Other: Y N .....

NOTES:

- A work permit holder has the right to keep in his or her possession their travel and identity documents such as their passport and return ticket.
- An employer cannot dictate the movements of an employee after working hours.
- An employee does not have to give an account of their personal time to an employer.
- An employer cannot unilaterally change the terms and conditions of an employee or force an employee to perform tasks not in-keeping with the position held.

FORM 2

(Section 8)

Government of Anguilla

MINISTRY OF LABOUR



VISITING PROFESSIONAL/TECHNICAL WORK PERMIT APPLICATION

1. Name of employer: .....

2. Contact information of employer:

email: ..... / .....

cell or tele: ..... / .....

Address: .....

.....

3. Place of employment (if different to employer): .....

.....

email: ..... / .....

cell or tele: ..... / .....

Address: .....

.....

4. Indicate the type of specialist skill needed: .....

.....

5. Why does the business require this type of specialist skill?.....

.....

.....

.....

.....

.....

6. Explain why the specialist person cannot reside permanently on Anguilla: .....

.....

.....

.....

.....

7. How did you make contact with the visiting professional/technical person: .....

.....

.....



8. Name of visiting professional/technical person: .....

.....

9. Expected start date:.....

10. Contact information:

email: ...../.....

cell or tele: ...../.....

Address outside of Anguilla: .....

.....

Address in Anguilla: .....

.....

11. Identity Information:

Country of birth.....

Date of birth:.....; age:.....

Nationality: .....

Passport number: .....

12. Can the employee communicate in English: *Reading* Y  N ; *Writing* Y  N ; *Speaking* Y  N ?

13. Qualifications and experience: Attach the curriculum vitae of the person limited to the relevant skill.

14. In the past 10 years, has the applicant been convicted of any criminal offence for which a sentence of imprisonment was imposed - in any jurisdiction? Y N. If yes, provide the following details:

Date	Offence	Sentence
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

15. Does the Applicant have an outstanding arrest warrant in any country? Y  N .; If yes, provide details of this: .....

.....

.....

.....

.....

16. Has the Applicant ever been restricted from entering any country or deported from any country?

Y  N . If yes, provide details:

Date	Country	Sentence
.....	.....	.....
.....	.....	.....
.....	.....	.....

**DECLARATION**

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

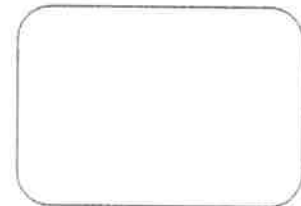
I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of employer/employer’s representative: .....

Signature of employer/employer’s representative: .....

Position held: .....

Date: ...../...../.....



*(If a Company)*

FORM 3

Government of Anguilla

MINISTRY OF LABOUR

SEASONAL WORK PERMIT APPLICATION

Attach 2 photos here.

The employer must write to the Minister and copy the Labour Commissioner:

- to request permission to hire seasonal workers;
- explaining why there is a need for seasonal workers;
- detailing the efforts to recruit locally;
- indicating generally the number of workers needed and the general period of time these workers would be required to stay; and
- explaining what steps are being taken to minimize or eliminate the need for seasonal workers.

The Employer must fill out the form for each seasonal worker.

SEASONAL WORKER No. \_\_\_\_\_

Name of Seasonal Worker	Job Title to be held	start date and end date
.....	.....	start.....
.....	.....	end.....

Qualifications: .....

Criminal records: .....

Amount of salary/wages: ..... Time when salary/wages will be paid .....

Hours/days an employee will work: .....

Weekly periods of rest: .....

SEASONAL WORKER No. \_\_\_\_\_

Name of Seasonal Worker	Job Title to be held	start date and end date
.....	.....	start.....
.....	.....	end.....

Qualifications: .....

Criminal records: .....

Amount of salary/wages: ..... Time when salary/wages will be paid .....

Hours/days an employee will work: .....

Weekly periods of rest: .....

**SEASONAL WORKER No. \_\_\_\_\_**

Name of Seasonal Worker	Job Title to be held	start date and end date
.....	.....	start.....
.....	.....	end.....

Qualifications: .....

Criminal records: .....

Amount of salary/wages: ..... Time when salary/wages will be paid .....

Hours/days an employee will work: .....

Weekly periods of rest: .....

**SEASONAL WORKER No. \_\_\_\_\_**

Name of Seasonal Worker	Job Title to be held	start date and end date
.....	.....	start.....
.....	.....	end.....

Qualifications: .....

Criminal records: .....

Amount of salary/wages: ..... Time when salary/wages will be paid .....

Hours/days an employee will work: .....

Weekly periods of rest: .....

**SEASONAL WORKER No. \_\_\_\_\_**

Name of Seasonal Worker	Job Title to be held	start date and end date
.....	.....	start.....
.....	.....	end.....

Qualifications: .....

Criminal records: .....

Amount of salary/wages: ..... Time when salary/wages will be paid .....

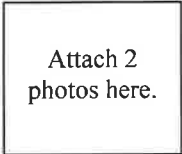
Hours/days an employee will work: .....

Weekly periods of rest: .....

FORM 4

Government of Anguilla

MINISTRY OF LABOUR



SELF-EMPLOYMENT WORK PERMIT APPLICATION

1. Name of business; trade or profession: .....

.....

2. If the business is already registered in Anguilla, please indicate the registration or business licence number: .....

3. Explain briefly why you wish to establish a business, trade or profession on Anguilla?

.....

.....

.....

.....

.....

4. Explain briefly how the business is to function or describe some of the services offered:

.....

.....

.....

.....

5. If the business has a physical address then indicate this here .....

.....

6. How long do you want a self-employed work permit for?: .....; expected start date: .....

APPLICANT'S PERSONAL INFORMATION

1. Name of applicant (in full): .....  
..... Sex:  M  F

2. Contact information:

email: ...../.....

cell or tele: ...../.....

Address outside of Anguilla: .....  
.....  
.....

Address in Anguilla: .....  
.....

3. Identity:

Country of birth.....Date of birth:.....; age:...

Nationality: ..... Passport number: .....

4. Can you communicate in English: Reading Y N; Writing Y N; Speaking Y N?

5. Relevant qualifications and year attained	Name of Institution
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

If the above is not applicable then indicate previous work experience:  
.....  
.....  
.....  
.....  
.....

6. Please indicate the immigration status applicable you:

- not on island;
- on island – visitor;
- on island – temporary work permit;
- on island – living with a person who has a work permit/residence stamp holder/government worker;
- on island – living with Anguillian as spouse or partner;
- on island – other – explain .....

7. Have you been granted any previous work permits? Y N. If yes, indicate when and for what job:

.....

.....

.....

.....

⬇ *If the space provided below is insufficient then please submit a brief business plan detailing generally the information below.*

8. If a self-employed work permit is granted, during the term of the permit will you be able to offer employment to other persons?  Yes  No. If yes:

- indicate the number of jobs that would be offered .....
- describe some of the types of jobs offered and when the job would likely be available:

Name or type of job	Likely date of availability
.....	.....
.....	.....
.....	.....
.....	.....

- Indicate any benefits that prospective employees may receive:
  - Bonus     Health Insurance     Pension     Housing     Travel     Gratuity
  - Other: .....

9. What benefits as a civic minded person, apart from employment and investment, do you envisage for Anguilla from you being granted a self-employment work permit?

.....

.....

.....

.....

DEPENDANTS

10. Fill in the information for the persons who will be residing with you for duration of permit:

**Spouse or Partner**

Sex:  M  F

Name	Marital status	Nationality	Age
.....	unmarried <input type="checkbox"/> or married <input type="checkbox"/>	.....	.....

**Children**

Name	Nationality	Age
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**DECLARATION**

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of applicant: .....

Signature of applicant: .....

Date: ...../...../.....



**SCHEDULE 3**

(Section 12)

FORM 1

Government of Anguilla

MINISTRY OF LABOUR



**RENEWAL OF WORK PERMIT APPLICATION**

(General or Visiting Professional/Technical Work Permit)

1.

1. Indicate the category of work permit being renewed:

- a) General
- b) visiting professional/technical work permit

2. Name of work permit holder .....

3. Contact information:

email: .....

cell or tele: .....

Address in Anguilla: .....

4. Current work permit information:

- work permit number: .....
- expiry date of current work permit: .....
- number of previous work permits: .....

5. Name of position to be occupied if work permit is renewed:.....

6. How long do you want a renewed work permit for?: .....; Expected start date:.....

7. Name of employer: .....

Contact information of employer:

email: .....

cell or tele: .....

Address:.....

8. Was the position advertised? Y  N . If yes, indicate where and for how long?.....  
.....  
.....

- Attach a copy of the advertisement.
- If the position was not advertised then attach the exemption letter from the Minister.
- Did a qualified Anguillian or their spouse or a qualified person legally and ordinarily resident on Anguilla apply for the position advertised? Y  N .
  - If yes, then indicate the name, address, email and cell phone information for each person and attach this in a separate note.

9. Explain why employment has not been taken up by an Anguillian or their spouse or by a person legally and ordinarily resident on Anguilla and attach this in a separate note.

10. During the period of the last work permit, has the applicant been convicted of any criminal offence for which a sentence of imprisonment was imposed - in any jurisdiction? Y N. If yes, provide the following details:

Date	Offence	Sentence
.....	.....	.....
.....	.....	.....
.....	.....	.....

**DECLARATION**

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of employer/employer’s representative: .....

Signature of employer/employer’s representative: .....

Position held: .....

Date: ...../...../.....



{If a Company, Place Company Stamp here}

FORM 2

Government of Anguilla  
MINISTRY OF LABOUR



RENEWAL OF SELF-EMPLOYMENT WORK PERMIT APPLICATION

1. Name of self-employed work permit holder .....

2. Contact information:

email: .....

cell or tele: .....

Address in Anguilla: .....

2. Current self-employed work permit information:

- self-employed work permit number: .....
- expiry date of current self-employed work permit: .....
- number of previous self-employed work permits: .....

3. How long do you want a renewed self-employed work permit for?: .....; Expected start date:.....

4. If a self-employed work permit is granted, during the term of the permit will you be able to offer employment to other persons?  Yes;  No. If yes:

- indicate the number of jobs that would be offered .....
- describe some of the types of jobs offered and when the job would likely be available:

Name or type of job	Likely date of availability
.....	.....
.....	.....
.....	.....
.....	.....

- Indicate any benefits that prospective employees may receive:
  - Bonus     Health Insurance     Pension     Housing     Travel     Gratuity
  - Other: .....

5. What benefits as a civic minded person, apart from employment and investment, do you envisage for Anguilla from the self-employment work permit being renewed?

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

6. During the period of the last work permit, has the applicant been convicted of any criminal offence for which a sentence of imprisonment was imposed - in any jurisdiction? Y N. If yes, provide the following details:

Date	Offence	Sentence
.....	.....	.....
.....	.....	.....
.....	.....	.....

**DECLARATION**

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of applicant: .....

Signature of applicant: .....

Date: ...../...../.....

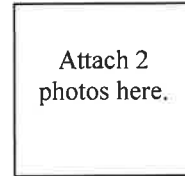
SCHEDULE 4

(Section 14)

FORM

Government of Anguilla

MINISTRY OF LABOUR



REPLACEMENT OF WORK PERMIT APPLICATION

1. Name of work permit holder .....

.....

2. Contact information:

email: .....

cell or tele: .....

Address in Anguilla: .....

.....

3. Current work permit number (if known): .....

4. When was the work permit granted? .....

5. How long was the work permit issued for?: .....

6. Name of employer: .....

Contact information of employer:

email: .....

cell or tele: .....

Address:.....

.....

7. Explain why you need to have the work permit replaced:

.....

.....

.....

.....

.....

.....

**DECLARATION**

I declare that the information provided by me in this application is true to the best of my knowledge and belief.

I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may delay the processing of the work permit or may result in the application being denied.

Name of applicant: .....

Signature of applicant: .....

Date: ...../...../.....

**SCHEDULE 5**

(Section 18)

FORM

Government of Anguilla

MINISTRY OF LABOUR

**EMPLOYER BUSINESS INFORMATION**

1. Name of employer .....

2. Business address .....

3. Indicate the number of employees:

    who are Anguillian: .....

    who are non-Anguillian: .....

4. Provide the information below for non-Anguillians: (separate sheet of paper may be used)

Name	Nationality	Position held
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

5. Please provide any other information that the Minister requests.

Name: .....

Position: .....


Signature:.....

Date:.....

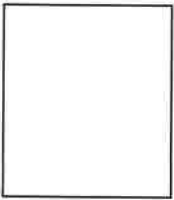
SCHEDULE 6  
(Section 20)

CERTIFICATES

Certificate 1

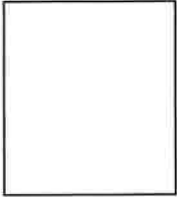
Ref#	(emblem)	
	Government of Anguilla	
	MINISTRY OF LABOUR	
	<b>WORK PERMIT CERTIFICATE</b>	
<p>..... a citizen of ..... is  permitted to work in Anguilla as a .....  for (employer/business).....  for a period of ..... starting on.....</p> <p style="text-align: center;">Granted on the .....day of ..... 20.....</p> <p style="text-align: center;">_____  Minister of Labour</p>		

Certificate 2

Ref#	(emblem)	
	Government of Anguilla	
	MINISTRY OF LABOUR	
	<b>VISITING PROFESSIONAL/TECHNICAL WORK PERMIT CERTIFICATE</b>	
<p>..... a citizen of ..... is  permitted to work in Anguilla as a .....  for (employer/business).....  for a period of ..... starting on.....</p> <p style="text-align: center;">Granted on the .....day of ..... 20.....</p> <p style="text-align: center;">_____  Minister of Labour</p>		



Certificate 3

Ref# \_\_\_\_\_ (emblem) 

Government of Anguilla  
 MINISTRY OF LABOUR

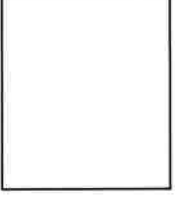
**SELF-EMPLOYMENT  
 WORK PERMIT CERTIFICATE**

..... a citizen of ..... is  
 permitted to be self-employed in Anguilla as a .....  
 .....  
 for a period of ..... starting on.....

Granted on the .....day of ..... 20.....

\_\_\_\_\_  
 Minister of Labour

Certificate 4

Ref# \_\_\_\_\_ (emblem) 

Government of Anguilla  
 MINISTRY OF LABOUR

**TEMPORARY/SEASONAL WORK  
 WORK PERMIT CERTIFICATE**

..... a citizen of ..... is  
 permitted to work in Anguilla as a .....  
 for (employer/business).....  
 for a period of ..... starting on.....

Granted on the .....day of ..... 20.....

\_\_\_\_\_  
 Minister of Labour

Certificate 5

Ref# \_\_\_\_\_ (emblem) \_\_\_\_\_

Government of Anguilla

MINISTRY OF LABOUR

**WORK PERMIT (EXEMPTION) CERTIFICATE**

..... a citizen of ..... is  
 either—  
 (a) exempted from obtaining permission to work in Anguilla for a period of  
 ..... starting on..... or  
 (b) exempted from obtaining permission to work in Anguilla.

Granted on the .....day of ....., 20.....

\_\_\_\_\_  
 Minister of Labour

Made by the Minister this <sup>th</sup>26 day of October, 2023

