



APPLICATION FOR THE GRANT OF A BUSINESS VISITORS PERMIT

An application for a Business Visitors Work Permit should be addressed to:
The Director of WORC, PO Box 1098, Cayman Islands, KY1-1102

Do not leave any question blank. If a question does not apply to you, insert "Not Applicable" or "N/A" in the space provided.

NOTES: (i) Refer to the checklist accompanying this form for additional documents required to process this application. (ii) Use separate sheet of paper, where necessary, to thoroughly answer each question. (iii) Retain a copy of all applications and attachments provided to the WORC Department. (iv) If the employer / additional employer is a company; all communication will be sent to the contact information associated with the company's Trade & Business License as held by the Department of Commerce and Investment.

APPLICATION FORM CONTAINS 5 PAGES

PART 1 - To Be Completed By Employee

1. Surname (Last Name) _____ Maiden Name _____ Given Names (First Names) _____

2. Nationality _____ Date of Birth DD/MM/YY Gender Male Female

3. Passport No _____ Date of Issue DD/MM/YY Place of Issue _____ Date of Expiry DD/MM/YY

4. Street Address _____

Country _____ Mailing Address _____

Telephone _____

Do you have an Email Address? Yes No If Yes, provide Email Address _____

5. Is English your native language? Yes No If No, what is your native language? _____

Do you speak English? Yes No

Do you write English? Yes No

Important note: If from a non-English speaking country, the applicant will be required to undertake an English test. If the applicant receives a failing score, they will not be able to take up employment in the Cayman Islands.

6. Dates and addresses of all places where you have lived for more than 6 months during the past 10 years other than stated in reply to question 4.

From _____ To _____ Address _____

DD/MM/YY DD/MM/YY _____

DD/MM/YY DD/MM/YY _____

7. Position to be filled? _____

8. What professional or technical qualifications do you have for this position? _____

9. How many years of experience do you have that are relevant to this position? _____ Years

APPLICATION FOR THE GRANT OF A BUSINESS VISITORS PERMIT

10. Have you ever been charged or convicted of a criminal offence in any country? Yes No If Yes, provide details of ALL offences.

Nature of offence	Date	Location	Verdict and Sentence
	DD/MM/YY		
	DD/MM/YY		

11. Have you ever been deported from or refused entry to

(a) the Cayman Islands Yes No If Yes, provide details

(b) any other Country Yes No If Yes, provide details

12. Have you ever been actively involved in politics in or outside the Cayman Islands? Yes No

If Yes, provide details including dates of such activities. _____

13. Have you ever had a permit to work refused, revoked or not renewed upon application in any country during the past 15 years? Yes No

If Yes, when, where and for what reasons? _____

14. Are you in good physical and mental health? Yes No If No, provide details

DECLARATION

I declare the information contained in this application to be correct to the best of my knowledge and belief and am aware that it is a criminal offence to make a statement or representation that is false in a material fact which I know to be false or do not believe to be true.

In accordance with Section 56(4)(b) of The Immigration (Transition) Law 2018, I hereby agree to being Fingerprinted/Palm-printed for the purpose of identity verification and criminal checks domestically and internationally.

Signature of prospective worker _____

Date (DD/MM/YY) _____

PART 2 - To Be Completed By Employer

1. Name of employer or employing company _____
Trade name (if different from above) _____
2. Nationality (if applicable) _____ Date of Birth (if applicable) DD/MM/YY
3. Postal Address including Postal Code _____
4. Telephone (Work) _____ Telephone (Home) _____
Do you have an e-mail Address? Yes No If Yes, provide Email Address _____
5. Nature of business (or occupation of employer) _____
6. State under which law business is licensed to operate _____
Expiry date of business licence DD/MM/YY License No _____
7. State Job title for required position and provide description of duties and responsibilities. _____

8. What skills, qualifications and experience are required for this position? _____

9. How much is the worker receiving in salary or wages? _____
What is the minimum number of hours the employee will be required to work? _____ per day per week per month
What other benefits, (if any) does the worker receive? _____

10. Please explain the need for this worker. (A cover letter may also be submitted.) _____

11. What is the maximum number of times PER CALENDAR YEAR that you will require the employee to visit? _____ *TWO VISITS PER YEAR IS MINIMUM FOR BVP!*
12. What is the maximum duration of the stay during each visit? _____

DECLARATION

I declare the information contained in this application to be correct to the best of my knowledge and belief and am aware that it is a criminal offence to make a statement or representation that is false in a material fact which I know to be false or do not believe to be true.

Signature of Employer
Agency Signature not acceptable

Date (DD/MM/YY)

Signature of Additional Employer (if applicable)
Agency Signature not acceptable

Date (DD/MM/YY)



BUSINESS VISITORS PERMIT PAYMENT LOG

1. Name of Employer _____

2. Name of Business Visitor _____

3. Business Visitor's Occupation _____

Note: Use a separate application form for each person requesting a Business Visitors Permit.

4. Number of visits requested in the calendar year for which this application is being made? _____ *TWO VISITS PER YEAR IS MINIMUM FOR BVP!*

5. Multiply the number of visits per calendar year by the appropriate fee in this table

	Grand Cayman Fee	Cayman Brac/Little Cayman Fee
Annual Work Permit fee in the range of CI \$10,401 - \$32,400	CI \$750.00 per visit	CI \$562.50 per visit
Annual Work Permit fee in the range of CI \$2,101 - \$10,400	CI \$375.00 per visit	CI \$281.25 per visit
Annual Work Permit fee up to CI \$2,100	CI \$150.00 per visit	CI \$112.50 per visit

All \$ figures in Cayman Islands Dollars

(Visits x Fee) SUB-TOTAL _____

Add an administrative filing fee of CI\$50 _____

TOTAL FUNDS SUBMITTED _____

Payment method: Cash/Cheque (delete as appropriate) _____ Cheque No (if Cheque)

BUSINESS VISITORS PERMIT - CHECKLIST

This list is a summary of general requirements for ALL applicants. The Director of WORC reserves the right to request additional information or documentation as he sees fit.

- Application form** duly completed, signed and dated by employee and employer. **Please do not leave any question blank. If a question does not apply to you, insert "not applicable" or "n/a" in the space provided.**
- Cover letter signed by Employer** with detailed summary of why the Business Visitors permit is required.
- A minimum of 2 visits per calendar year are required to qualify for a Business Visitor Permit.
- Correct **fee**, including non-refundable C\$50 application fee
- 1 full face passport sized **photograph** AND 1 profile passport sized **photograph**
- Original signed and sealed, **Police Clearance certificate**, less than 6 months old, from last place of residence.
- Where the employer is licensed by another body other than the Trade & Business Licensing Board, proof of current license