



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

APPLICATION FOR RESIDENCY CERTIFICATE

Substantial Business Presence

The completed application should be sent to: The Director of WORC - PO Box 1098, Cayman Islands KY1-1102

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. ALL COMMUNICATION WILL BE SENT TO THE EMAIL ADDRESS PROVIDED ON THIS APPLICATION FORM. RETAIN A COPY OF ALL APPLICATIONS AND ATTACHMENTS SUBMITTED TO WORC.

DO NOT USE LIQUID PAPER OR CORRECTION TAPE, IF AN ERROR IS MADE CROSS OUT AND INITIAL THE CHANGE(S) OR USE A FRESH PAGE

PLEASE CHOOSE ONE OPTION:

Approval-in-Principal of a Residency Certificate (6 months) (RBP) Renewal for a Residency Certificate (25 years) (RBR)

Residency Certificate (25 years) (RBC)

Do you currently hold an unexpired Approval in Principle Residency Certificate? Yes No

Date of Expiry _____

PERSONAL DETAILS OF APPLICANT

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

2. Nationality _____ Date of Birth _____ Gender Male Female

3. Passport No. _____ Date of Issue _____ Place of Issue _____ Date of Expiry _____

4. Cayman Islands Address (if already resident) _____

District _____ P.O. Box & KY _____ Telephone _____

E-Mail Address _____

5. Present Address (if different from above)

6. What is your marital status? (Certified copy of relevant legal document should be attached, where applicable)

Single Married Divorced Separated Civil Partnership Dissolved Civil Partnership

Place and Date of Marriage/Civil Partnership (if any) _____

7. Please provide particulars of any dependant(s) whom you wish to accompany you in the Cayman Islands and whom you wish to include in this application

Name	Date of Birth	Nationality	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

APPLICATION FOR RESIDENCY CERTIFICATE SUBSTANTIAL BUSINESS PRESENCE

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8. Please provide particulars of any dependant(s) not already listed at question 7

Name	Date of Birth	Nationality	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

9. Have you or any of your dependants ever been convicted of a criminal offence? Yes No

If yes, please provide details, including dates and sentence

**Please complete questions 10 through 15 if you are applying as a Senior Manager under section 37D.(1)(b)
 (If you are applying under section 37D.1(a)., please proceed directly to question 16)**

10. What is your level of education? (Certified copies of certification must be attached)

- | | | |
|---|---|---|
| <input type="checkbox"/> Less than High School/Secondary School | <input type="checkbox"/> Sixth form | <input type="checkbox"/> High School/Secondary School |
| <input type="checkbox"/> Technical/Vocational | <input type="checkbox"/> Associate Degree | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Post-Graduate Degree
(Diploma, Master's, Ph.D.) | <input type="checkbox"/> Professional Qualification | |

11. What professional or technical qualifications do you have (certified copy of certification should be attached)
 e.g CPA, CA, ACCA, ACIS, CFA, ACIB, AICB, MRICS, City & Guilds, NVQ etc.

12. Name of current Employer _____ Nature of Business _____

13. What is your current position? _____ 14. Annual Salary _____

15. What experience, if any, do you have which is relevant to the investments that you plan to hold in the Cayman Islands?

How much experience do you have which is relevant to the proposed investments?

- 3 years or less
 4-5 yrs.
 6-7 yrs.
 8-10 yrs.
 11-15 yrs.
 More than 15 years

16. Have you ever previously made an application (whether granted or not) to work in the Cayman Islands? Yes No

17. Have you ever been bankrupt or owned shares, equity or rights in a non-public quoted company or been a director, manager, or officer of a company, partnership or entity which went bankrupt or ceased trading without creditors being paid in full? Yes No

If yes, please provide details

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18. Please provide details of your investments or proposed investments in the Islands:

Investment Amount CI\$ _____ Investment Amount CI\$ _____ % shares owned in company/s _____

Nature of investment

19. Please provide details of Employees (if applicable) (Use separate sheet of paper if necessary)

Name	Date of Birth	Nationality
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

20. Please provide the names of three personal references:

Referee Name	Telephone	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

DECLARATION

Warning: It is an offence under The Caymanian Protection Act (2022 Revision), for any person to make, cause or allow to be made any return, statement or representation which is false in a material particular and which he knows to be false or which he does not believe to be true. A person found guilty of this offence is liable on summary conviction in respect of a first offence, to a fine of \$5,000.00 and to imprisonment for one year or, in respect of a second or subsequent offence, to a fine of **ten thousand dollars and to imprisonment for two years.**

 Signature of Applicant

 Date (DD/MM/YYYY)

PHOTOGRAPH TEMPLATE APPLICANTS ONLY

Surname (Last Name)

Given Names (First Names)

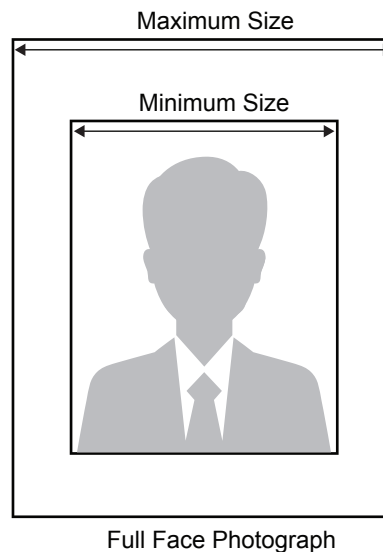
Maiden Name (if applicable)

File Number (if known)
(Also known as "Work Reference Number")

Application Date

Date of Birth

APPLICANT FULL FACE PHOTO



Full Face Photograph

DO NOT USE STAPLES!
Photographs may be taped or glued to the picture diagrams.

INSTRUCTIONS:

- For Work Permit Grant, Work Permit Renewal, Permanent Residency and Cayman Status applications, provide Full Face Photo (1 photo).
- Print Last Name, First Name(s), and Date of Birth on the back of photograph.
- The photograph must:
 - be a "passport type" photograph
 - be in colour
 - be taken within the past 12 months
 - show full face (shoulders and above)
 - have no head covering
 - have a plain white background
 - be between 45mm by 35mm (1.77 inches by 1.38 inches) and 63mm by 50mm (2.5 inches by 2 inches), see diagram below
 - be unmounted
 - be printed on normal photographic paper
 - if digital, have resolution of at least 800 dpi (dots per inch)
- Blurred photographs will not be accepted.
- Stick-on labels will not be accepted

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. SEE ONLINE GUIDELINES FOR ADDITIONAL INFORMATION AND SPECIFICATIONS.

All Applicants

- Application form duly completed.**
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** addressed to the Director of WORC with detailed summary of reasons for application
- A non-refundable CI\$1,000 application fee.**
If approved the issue fee for the Certificate will be **CI\$12,500** an annual fee equivalent to that payable by a work permit holder in the same occupation; and if applicable, **CI\$3,000** for each approved dependant (see online guidelines)
- A certified/notarized copy of picture page of passport**
- Photograph** 1 full face passport sized photograph
- Copy of curriculum vitae/resume**
- Police Clearance** for Applicant - Original signed and sealed, less than 6 months old, from last place of residence,
- Bank Reference Letters** (local or overseas)
- Original Medical Declaration Cover Letter** - may be no older than one year old at date of submission.
- Evidence of adequate health insurance** that is accepted in the Cayman Islands, which is in accordance with sections 4A and 5 of the Health Insurance Act (2021 Revision).
- Three written references** from persons (not related to applicant or spouse) who have known you for at least 3 years. The referees may be Caymanian or Non-Caymanian.
- A notarized English translation** of all documents where the originals are presented in a foreign language

If Applying through Section 37D(1)(a) - Business Ownership

- Proof of ownership** of a minimum of 10% shares in an approved category of business (see online guidelines)
- Proof of purchase or lease** of commercial real estate
- Proof of full-time employees** who are legally and ordinarily resident for a minimum of 9 months in each calendar year (minimum four (4) employees)
- Proof or Proposal** that you will be legally and ordinarily resident for 90 days in each calendar year
- Where the employer is licensed by another body other than the Trade & Business Licencing Board, proof of current license or copy of receipt of payment for the renewal
- Where the Trade & Business or other applicable licence has expired, a copy of the receipt of payment for the renewal

If Applying through Section 37D(1)(b) - Employed in a Senior Management Capacity

- Proof of employment in a Senior Management** capacity in an approved category of business, e.g.
- Proof of annual income**, e.g Employment letter

Dependants **Note:** A fee of CI\$3,000 is payable annually for each approved dependant.

- Photographs** 1 full face passport sized photograph of each dependant
- A certified/notarized copy of your Marriage Certificate** (if applicable)
- Original Medical Declaration Cover Letter** (if applicable)
- Notarized/certified copies of Birth Certificates** of all dependant children listed on the application.
- Police Clearance** - Original signed and sealed, less than 6 months old, from last place of residence, 18 years and above
- Evidence of adequate health insurance** that is accepted in the Cayman Islands, which is in accordance with sections 4A and 5 of the Health Insurance Act (2021 Revision).