AMD3

IMMIGRATION
CAYMAN ISLANDS

CAYMAN ISLANDS IMMIGRATION LAW (2011 REVISION)

AMENDMENT TO THE TERM LIMIT EXEMPTION PERMIT

To Share Work Permit with Additional Employer(s) OR Change Job Title OR Change Commencement Date

When completed, this application form should be sent to: The Secretary of the Work Permit Board OR
The Secretary of the Business Staffing Plan Board, P.O Box 1098 Grand Cayman KY1-1102 CAYMAN ISLANDS as appropriate.
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.

NOTES: This form should be used where the employer is seeking to (i) alter the date upon which an approved permit takes effect (this can be done in cases where the employee will not be arriving in the Islands until some date in the future or where their arrival has been delayed or postponed.) (ii) the permit is to be shared with an additional employer (iii) the job title is to be changed. Use separate sheet of paper if necessary.

APPLICATION FORM CONTAINS 4 PAGE

1. Employee's Surname (Last Name) _____ 2. Employee's Given Names (First Names) _____

3. Employee's Date of Birth DD/MM/YY 4. Employer's Name (if employer is a person) _____

5. Company Name (if employer is a company) _____ 6. Work Permit Number: _____

Please select one of the following options for the type of amendment you are now applying for:

☐ **For the permit to be shared with another employer**

Name of additional employer(s)?

1st additional employer _____ 2nd additional employer _____

What is the job title for the work that the employee will perform for each additional employer(s)?

1st additional employer _____ 2nd additional employer _____

How many hours per week will employee work for current employer? _____ How much will employee be paid? _____

How many hours per week will employee work for each additional employer? 1st additional employer _____ 2nd additional employer _____

How much will employee be paid? 1st additional employer _____ 2nd additional employer _____

☐ **Change of job title -** What is the employee's new job title? _____

What is justification for change of job title: _____

☐ **Add additional job title -** What is the job title to be added? _____

What is justification for addition of job title: _____

☐ **Change of commencement date -** What is current effective date? DD/MM/YY What is desired effective date? DD/MM/YY

What is justification for change of commencement date: _____

Present Employer's signature _____ Date DD/MM/YY

1st Additional Employer's signature _____ Date DD/MM/YY

2nd Additional Employer's signature _____ Date DD/MM/YY

Employee's signature _____ Date DD/MM/YY

IMMIGRATION
CAYMAN ISLANDS

Amendment Form Checklist - To Share A Work Permit With An Additional Employer

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

- ☐ Application form duly completed, signed and dated by **employee** and **employer - original** signatures required. **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.**
- ☐ Administrative non-refundable fee of C.I. $100, please note that the work permit fee is payable if approved, not at the time of the application
- ☐ Ensure that the Business Staffing Plan number for the employee is the next available number in the plan. E.g. if position #2 is taken and # 3 and #4 are available then #3 must be used before #4 can be used, unless the applicant is replacing an employee in position #2
- ☐ Please ensure compliance with conditions set within the Business Staffing Plan e.g. advertising condition
- ☐ If the employer has a Business Staffing Plan, please ensure that the position is included in the plan, if not, the new title must be requested to be added within the cover letter and an additional non-refundable fee of C.I. $100 must be included
- ☐ Cover letter from present employer detailing hours required per week, salary and other benefits
- ☐ Letter from new employer detailing job title, hours required per week, salary and other benefits
- ☐ If the new position is a skilled position an employment advert must be submitted: A full page copy of two newspaper advertisements - run consecutively for 2 weeks, with visible dates including salary range and all other benefits
- ☐ Résumé of all Caymanian applicants **including** Department of Employment Relations referrals explaining why they were not hired for the position.
- ☐ Copy of Trade and Business License
- ☐ Where Trade and Business License has expired a copy of the receipt of payment for renewal must be attached

ADDITIONAL INDUSTRY REQUIREMENTS:-

- ☐ If **construction industry**, provide copies of Immigration Form A and copies of signed contracts, redacted where appropriate
- ☐ If a **plumbing position** provide a notarized copy of license from Water Authority
- ☐ If **gardening industry** provide copies of current signed contracts, redacted where appropriate **OR** list of clients including addresses and telephone numbers (Immigration Form A)
- ☐ If a **diver**, provide a notarized copy of PADI/NAVI
- ☐ If a **professional/managerial** position provide notarized copies of qualifications
- ☐ If a **nurse/health practitioner** provide notarized copies of qualifications and approval from Health Practitioner's Board.
- ☐ If a **veterinary practitioner** provide notarized copies of qualifications and proof of registration with the Veterinary Board.
- ☐ If **regulated by CIMA** provide approval for senior finance/banking professionals (e.g. Managing Director, CEO)
- ☐ If a **skilled/supervisory position** list details of skills and provide notarized copies of qualifications
- ☐ If **janitorial industry** provide copies of current signed contracts, redacted where appropriate **OR** list of clients including addresses and telephone numbers (Immigration Form A)
- ☐ If **electrical industry** provide a notarized copy of license from Electrical Board of Examiners and the ratio of Electricians to apprentice/wiremen
- ☐ If a **farmer** provide a notarized copy of certification from the Dept. of Agriculture
- ☐ If a **driver** provide a notarized copy of license from Public Transport Board for the appropriate category of vehicle
- ☐ If a **Security Officer** provide a copy of preliminary license from the Royal Cayman Islands Police (RCIP)
- ☐ If submitting an application for a **domestic/nanny/caretaker**, include birth certificates of children to be cared for
- ☐ If a **DJ/Entertainer** provide approval from the Music Association
- ☐ If an **Employment Agency** proof of past and future employment for the applicant must be submitted
- ☐ If submitting an application for a **caretaker for the elderly or infirm**, provide a Physicians letter confirming the illness

IMMIGRATION
CAYMAN ISLANDS

Amendment Form Checklist - To Change or Add A Job Title

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

☐ Application form duly completed, signed and dated by **employee** and **employer - original** signature required. **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 attached from employer, detailing the new job title and explaining why the job title is being amended
☐ Administrative non-refundable fee of C.I. $100, (please note, if applicable, the new work permit fee is payable if approved, not at time of application.)
☐ If the new title is a skilled position an employment advert must be submitted: A full page copy of two newspaper advertisements; run consecutively for 2 weeks, with visible dates including salary range and all other benefits
☐ Résumé of all Caymanian applicants **including** Department of Employment Relations referrals explaining why they were not hired for the position.
☐ If the company has a Business Plan, please ensure compliance with conditions set within the Business Staffing Plan e.g. advertising requirement
☐ Ensure that the Business Staffing Plan number for the employee is the next available number in the plan. E.g. if position #2 is taken and # 3 and #4 are available then #3 must be used before #4 can be used, unless the applicant is replacing an employee in position #2
☐ Ensure that the position is included in the Business Plan, if not, the new title must be requested to be added within the cover letter and an additional non-refundable fee of C.I. $100 must be included

ADDITIONAL INDUSTRY REQUIREMENTS:-

☐ If a **professional/managerial** position provide notarized copies of qualifications
☐ If a **nurse/health practitioner** provide notarized copies of qualifications and approval from Health Practitioner's Board.
☐ If a **veterinary practitioner** provide notarized copies of qualifications and proof of registration with the Veterinary Board.
☐ If **regulated by CIMA** provide approval for senior finance/banking professionals (e.g. Managing Director, CEO)
☐ If a **skilled/supervisory position** list details of skills and provide notarized copies of qualifications
☐ If a **plumbing position** provide a notarized copy of license from Water Authority
☐ If **electrical industry** provide a notarized copy of license from Electrical Board of Examiners and the ratio of Electricians to apprentice/wiremen
☐ If a **farmer** provide a notarized copy of certification from the Dept. of Agriculture
☐ If a **driver** provide a notarized a copy of license from the Public Transport Board for the appropriate category of vehicle
☐ If a **Security Officer** provide a copy of preliminary license from the Royal Cayman Islands Police (RCIP)
☐ If submitting an application for a **domestic/nanny/caretaker**, include birth certificates of children to be cared for
☐ If submitting an application for a **caretaker for the elderly or infirm**, provide a Physicians letter confirming the illness
☐ If an **Employment Agency** proof of past and future employment for the applicant must be submitted
☐ If a **DJ/Entertainer** provide approval from the Music Association

IMMIGRATION
CAYMAN ISLANDS

Amendment Form Checklist - To Change The Commencement Date

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

PLEASE NOTE THIS APPLICATION IS RESERVED FOR EMPLOYEE'S WHO ARE ARRIVING ON ISLAND AND WHOSE ARRIVAL HAS BEEN DELAYED.

This form should be used where the employer is seeking to alter the date upon which an approved work permit takes effect. This can be done in cases where the employee will not be arriving in the Islands until some date in the future or where their arrival has been delayed or postponed.

☐ Administrative non-refundable fee of C.I. $100
☐ Cover letter attached from employer, detailing circumstances and specifying the new start date
☐ Application form duly completed, signed and dated by **employee** and **employer - original** signature required. **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.**