BUSINESS VISITORS PERMITS - CHECKLIST

Any person duly carrying on business in or from within the Cayman Islands who regularly employs persons not legally and ordinarily resident in the Cayman Islands on a temporary basis may make a single application in each calendar year to the Chief Immigration Officer for the issue, in each calendar year, or one or more business visitors' permits and for more than one visit.

To apply for a business visitors' permit the company, partnership or firm must submit the following with respect to each prospective employee for whom a business visitors' permit is sought:

• A fully completed business visitors' permit application form

• One full face and one profile photograph of the business visitor (Passport size)

• A covering letter explaining the necessity for making the application

• A police clearance certificated from the prospective employee's home district or last place of residence that has been issued within six months preceding the date of the application. The certificate must be signed by the issuing authority and must bean an embossed seal or official stamp. (Nationals from the United Kingdom who have been living there immediately prior to coming to the Cayman Islands may submit a sworn affidavit attesting to good character in lieu of a police clearance certificate. United Kingdom nationals who have been living elsewhere must submit a police clearance certificate from that country).

• An administrative filing fee of CI$50.00 and the annual fee based on the number of persons in respect of whom the application is made and the number of visits per person in the relevant calendar year. (See fee table below).

NOTE 1: ***Failure to provide the above, or where the information provided is incomplete, will result in a delay in the processing of the application. It is also especially important that each application states the maximum number of times it is desired that each business visitor be admitted to the Islands in the calendar year in which the application is being made, his/her occupation, and the maximum duration of stay of each such business visitor during each visit.***

NOTE 2: ***No business visitors' permit shall be issued for a stay of more than fourteen days on any one visit.***

Applicants should note that:

(i) the Chief Immigration Officer in considering an application for the grant of a business visitors' permit under section 54 of the Immigration Law (2009 Revision) is required to take into account such of the matters set out in section 44(2) to (4) of the Law as he considers relevant and may impose such conditions and limitations as he thinks fit.

(ii) The prospective employees must hold a valid passport.

(iii) A minimum of five (5) working days should be allowed for the processing of the application (where all the documentation required above is provided and is complete).

	FEE	
OCCUPATION/RANGE OF WORK PERMIT FEES	**FOR EMPLOYMENT IN GRAND CAYMAN**	**FOR EMPLOYMENT IN CAYMAN BRAC & LITTLE CAYMAN**
Where the occupation of the business visitor would attract an annual work permit fee of between $8,001 and $24,000	$750 per visit per person in the relevant calendar year	$562.50 per visit per person in the relevant calendar year
Where the occupation of the business visitor would attract an annual work permit fee of between $2,001 and $8,000	$275 per visit per person in the relevant calendar year	$281.25 per visit per person in the relevant calendar year
Where the occupation of the business visitor would attract an annual work permit fee of up to $2,000	$150 per visit per person in the relevant calendar year	$112.50 per visit per person in the relevant calendar year