



Standard Operating Procedure (SOP) for Work Permit Issuance

Introduction

This SOP provides a comprehensive guide for the application and issuance of work permits in Guyana, catering to individuals coming for Business Status (Business Owners) and Business Employees (Employment Status). It outlines the necessary steps and documentation required to streamline the process, ensuring compliance and efficiency.

General Requirements for All Applicants

- I. Landing Permit Application: Prior to entry, a landing permit must be obtained, including personal details, passport information, address, and visit information.
- II. Supporting Documents: Various documents are required depending on the applicant's purpose (employment or business)

Business Status/ Business Owners

Letter Requesting Landing Permit for Business Status:

- Indicate reasons for Visa on Arrival request.
- Expected date of arrival, duration of stay, and port of entry.

Documentation:

1. Colored copy of passport bio-data page.
2. Marriage certificate (if applicable).
3. Sponsor's passport bio-data page or ID Card and passport-sized photograph (self-sponsorship permitted for business owner).
4. One passport-size photograph for applicant
5. Business Registration/Incorporation.
6. Income Tax receipts/GRA Compliance Certificate.
7. NIS receipts.
8. Police Clearance.
9. Medical Report.
10. Application Form (Landing Permit Form issued by MOHA)

Employment Status/ Employees

Letter Requesting Landing Permission for Employment Status:

- Expected date of arrival, duration of stay, and port of entry.
 - Documentation
1. Coloured copy of applicant's passport bio-data page.
 2. Marriage certificate (if applicable).
 3. Sponsor's passport bio-data page or ID Card. (Business Owner/ Employer)
 4. One passport-size photograph for applicant and sponsor.
 5. Business Registration/Incorporation.
 6. Income Tax receipts/GRA Compliance Certificate.
 7. NIS receipts.
 8. Police Clearance.
 9. Medical Report.
 10. Credentials of the applicant.
 11. Advertisement of vacancy in newspapers for three consecutive months, including a copy of the advertisement.
 12. Application Form.
 13. Copy of the contract between employer and employee. (Landing Permit Form issued by MOHA)

Work Permit Requirements:

1. A letter addressed to the Head, Immigration Support Services, Ministry of Home Affairs, requesting Business Visa (Extension of Stay/Work Permit) for business person. A brief history of the business is to be included.
2. Copy of Business Registration.
3. Copy of Income Tax Liability Statement and NIS Compliance Return.
4. Copy of the applicant's entire passport which should include all entry stamps.
5. Police Clearance and Medical of applicant.
6. Contract Agreement from Employer

Application Submission and Processing

Here's a simplified breakdown of getting a landing permit and work permit in Guyana:

1. Gather documents: Prepare all the necessary documents for both Landing Permit as well as Work Permit (Relevant documents are listed above)
2. Apply together: Submit applications for both the landing permit and work permit at the Ministry of Home Affairs. (This can be done concurrently as the ministry will hold the work permit application until landing permit is approved.)
3. Pay the processing fee of \$140 USD or \$28,700 GYD.
4. Wait for landing permit: The Ministry will process your application and it takes two (2) weeks
5. Collect and return: Once approved, your landing permit will be approved, please insure it has the necessary stamps when entering the border and produce this along with the receipt of landing permit for the work permit to be issued.
6. Receive work permit: The Ministry will finalize your work permit application once the above is done and it will take seven (7) days.

Conclusion

This SOP is designed to facilitate the efficient processing of work permit applications, ensuring that all stakeholders are aware of their responsibilities and the requirements. Compliance with this SOP will expedite the application process, contributing to a seamless entry and establishment of individuals seeking business opportunities in Guyana.

All requisite forms are obtainable through the Ministry of Home Affairs; contact can be made via email on info@moha.gov.gy or contact the SGCC on info@surguychamber.org