



Standard Operating Procedure (SOP) Document

Between Suriname-Guyana Chamber of Commerce and the Guyana Revenue Authority (GRA)

For CARICOM Business Owners/Staff to Obtain Guyana Driving Licenses

Introduction

This Standard Operating Procedure (SOP) document outlines the agreement between the Suriname-Guyana Chamber of Commerce and the Guyana Revenue Authority (GRA) to facilitate the process for CARICOM business owners and their staff to obtain Guyana driving licenses. This SOP ensures a smooth, efficient, and standardized process, promoting business mobility and operational efficiency for CARICOM entities operating within Guyana.

Scope

This SOP applies to CARICOM business owners and their employees who intend to drive in Guyana for business purposes beyond the 60-day grace period allowed for international license holders.

Eligibility

- Business Owners: Must be listed on the incorporation document of a CARICOM-based company operating in Guyana.
- Employees: Must possess a valid work permit issued by The Ministry of Home Affairs
- Applicants for driver's license must have a TIN number. (This will have to be made prior to application for driver's license)

Required Documents

1. Business Owners:

- Incorporation Document indicating the owner's name.
- Passport.
- Tax Identification Number (TIN) Certificate.
- Two Passport Size Photographs.
- Completed License Application Form.

2. For Employees:

- Valid Work Permit.
- Passport.
- Tax Identification Number (TIN) Certificate.
- Two Passport Size Photographs.
- Completed License Application Form.

Process

Initial Driving Period: All CARICOM individuals entering Guyana may drive with their international licenses for up to 60 days.

Application Submission:

Business owners and their employees must submit the required documents along with the completed license application form to the designated GRA office.

Processing Time: The application process will take approximately 14 days from the submission date.

License Hold by GRA: During the processing period, the original licenses will be held by GRA, as this is required for the Guyana Police Force to have the necessary Checks done. Applicants are required to have copies of their licenses, which will serve as provisional documentation for driving during this interim period.

Agreement

This SOP document is agreed upon by the authorized representatives of the Suriname-Guyana Chamber of Commerce and the Guyana Revenue Authority, ensuring mutual cooperation to facilitate the outlined procedures for CARICOM business owners and their staff for obtaining a driver's license in Guyana.