

Work Permit Guidelines for Promoters

Step 1

Apply two (2) weeks prior to scheduled date of the show.

- Promoters must obtain an 'A' Form from the Work Permit Unit at the Department of Labour Relations in the sum on one hundred (\$100.00) EC, payable to the Accountant General at the Government Treasury.
- Return the receipt from the Government Treasury to the Work Permit Unit for issuance of the Application Form.

Step 2

- Promoters are to return completed Application Form along with Entertainers; Contract, clearly listing the names of all foreign nationals working at the show, at least two weeks before date of the show.

Including all performers and also persons working.

Step 3

Promoters are then required to take a copy of the Contract and the same list which was submitted to the Work Permit Unit to the Inland Revenue Department, in order to obtain Tax Clearance.

Step 4

Promoters are to return to the Work Permit Unit with the Tax Clearance letter, which will then be attached to the Application for continuous processing.

Step 5

If the Application is approved:-

Promoters will then be issued an 'A' Form to pay a fee of EC \$400.00 per foreign national (including all performers and also persons working) which is payable to the Accountant General at the Government Treasury.

In order for the Certificate to be prepared, the treasury receipt has to be returned to the Work Permit Unit.

Step 6

Promoters will be contacted for the Collection of the Certificate.

Please note that a Labour Officer will be assigned to monitor all events in order to ensure that Promoters act in accordance with the terms and conditions of the Work Permit Certificate.

SOURCE: http://www.gosl.gov.lc/PublicService/LR/LR_wkpermit.htm#PromotersGuide

