



CLIENT APPLICATION GUIDE

SECTION 7: CLIENT APPLICATION GUIDE

STEP 1. - REVIEW THE FOLLOWING BELOW

I. PLEASE CONFIRM THAT YOUR EMPLOYEE[S] MEETS ANY OF THE FOLLOWING CRITERIA:
<input type="checkbox"/> has been tenured in employment with your business consecutively for the past five [5] (proof of such required)
<input type="checkbox"/> has been residing in Sint Maarten over the past five [5] with or without receiving either residence or labor permits, and having an established employee/employer relationship

STEP 2. - GATHER ALL THE BELOW REQUIRED ITEMS

II. CLIENT INFORMATION SHEET	PREPARATORY INFORMATION	
REQUIRED DOCUMENTATION LIST OF PREPARATORY ITEMS		
<input type="checkbox"/> An application letter addressed to the Minister of TEATT (see list with additional requirements)	<input type="checkbox"/> Business/Director license extensions for the current year (Available at the Receivers Office once the annual license fees payment has been made)	<input type="checkbox"/> Signed Copy of the labor agreement with the non-national (must state salary, duration, work period/hours, and position). The labor agreement must show a labor relationship between parties of at least five [5] years.
<input type="checkbox"/> Proof of Labor Registration for the Current Year	<input type="checkbox"/> Proof of Application with IBP Online CRM	<input type="checkbox"/> Completed Employment Application Form, dated and signed.
<input type="checkbox"/> Proof of Payment of Labor Processing Fee	<input type="checkbox"/> Notification from TEATT that the Business & Directors License is ready if not in possession of license	<input type="checkbox"/> If representing management, a power of attorney necessary

III. CLIENT INFORMATION SHEET	EMPLOYORS INFORMATION	
REQUIRED DOCUMENTATION LIST OF GURANTORS		
<input type="checkbox"/> Statement of Guarantee Declaration	<input type="checkbox"/> The Articles of Incorporation of The Business	<input type="checkbox"/> Proof of Chamber of Commerce Registration / Excerpt (Director name required)
<input type="checkbox"/> SZV confirmation report (Or a letter from SZV stating that Company is or is not registered)	<input type="checkbox"/> SZV receipt/printout for Premium paid for the current month	<input type="checkbox"/> Address Verification (Business) in the form of a: Utility Bill, VROMI address confirmation, and/or Lease/Rental agreement.
<input type="checkbox"/> Proof of Detailed Registration at the Census Office (no older than six months)	<input type="checkbox"/> Proof of Income Declaration (Private Households only)	<input type="checkbox"/> Copy of valid residence permit (Director / Managing Director / President / Sponsor)

<input type="checkbox"/> Declaration of Taxes minimum income 36,000	<input type="checkbox"/> Proof of Income, Bank Letter (36,000 ANG), and Three Months Bank Statements	<input type="checkbox"/> Payroll taxes receipts - (Wage taxes, AVBZ, and Turnover Tax)
<input type="checkbox"/> Summary Wage Tax listing from Tax Inspectorate	<input type="checkbox"/> Copy of the biographical page of your passport	<input type="checkbox"/> Proof of payment of processing fees for IBP and LAB
<input type="checkbox"/> Certificate of Good Conduct and Police Record from all places having obtained legal residency over the past five [5] years		

IV. CLIENT INFORMATION SHEET		EMPLOYEE INFORMATION
REQUIRED DOCUMENTATION LIST FOR EMPLOYEES		
<input type="checkbox"/> A valid colored copy of the full passport[s] belonging to the foreign national. <6 months	<input type="checkbox"/> A copy of the Birth Certificate with Apostille or Legislation minimum < 3 years old	<input type="checkbox"/> A copy Marriage Certificate with Apostille or Legislation minimum < 3 years old
<input type="checkbox"/> A copy of your proof of application for the renewal of your residency permit from the Ministry of Justice. (Only if expired > 3months)	<input type="checkbox"/> Original authentication of qualifications from the country of origin, at the learning institute where the qualifications were attained	<input type="checkbox"/> Address Verification (Foreigner) in the form of a: Utility Bill, Taxes Paid Declaration, Lease/Rental Agreement, and/or Salary Slip
<input type="checkbox"/> Completion Education Background Form (Non-National)	<input type="checkbox"/> Copy of previous Employment Permit from LAB	<input type="checkbox"/> Recent passport picture (not older than 6 months)
<input type="checkbox"/> A colored copy of your valid residence permit (necessary for change requests)	<input type="checkbox"/> A copy of your valid employment permit (necessary for change requests)	<input type="checkbox"/> A copy of the diplomas/certificates of employees/director(s)
<input type="checkbox"/> Copy SZV Registration	<input type="checkbox"/> Copy valid Medical Insurance (for the entire period of employment)	<input type="checkbox"/> The three [3] previous month's salary slips or bi-weekly salary slips over same period
<input type="checkbox"/> Proof of registration at Tax Office with a copy of the Crib number non-national declaration from the Inspectorate of Taxes.	<input type="checkbox"/> Declaration of Taxes (Minimum income of ANG 36,000)	<input type="checkbox"/> Authorized English or Dutch translations are required for foreign documents
<input type="checkbox"/> Original Health Statement (Caretakers / Maid/ Housekeepers)	<input type="checkbox"/> An original medical Chest X-Ray Assessment	<input type="checkbox"/> A valid colored copy of your detailed Census Registration <6 months
<input type="checkbox"/> Certificate of Good Conduct and Police Record from all places having obtained legal residency over the past five [5] years		

STEP 3. - SCHEDULE YOUR APPOINTMENT AT:

Web Address: //appointments.sintmaartengov.org/services

[1] Select 'Labor Affairs', [2] then 'PERMITS', and [3] finally 'Taskforce Project[s]

STEP 4. - FOR INQUIRIES AND OR ASSISTANCE CONTACT:

Covenant Taskforce

Department of Labor Affairs & Social Services
 Ministry of Public Health, Social Development & Labor
 Government of Sint Maarten
 Soualiga Road # 1, Pond Island, Sint Maarten
 Email: taskforceproject@sintmaartengov.org