



Single Market and Economy

Free Movement - Travel and Work

3rd Edition

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CONTENTS

FOREWORD	4
INTRODUCTION	6
PART 1: FACILITATION OF TRAVEL	11
Common Lines for Citizens, Residents and CARICOM Nations	12
CARICOM Passport	13
Complaints Procedure	14
PART 2: FREE MOVEMENT FOR ECONOMIC ACTIVITY	19
1. Movement of Skilled Nationals	20
Acquiring a CARICOM Skills Certificate	26
Free Movement of Skills Department/Desk	26
Competent Authority	27
Free Movement Committee	28
Recognition of Qualifications	31
National Accreditation Bodies	31
Entry of Approved Category of Wage Earners	34
Procedures at the Port of Entry	35
Benefits for Holder of the Certificate	36
Non-wage Earners	36
2. Right of Establishment	36
Letter of request for Free Movement of Managerial, Supervisory and Technical Staff	37
Procedure at Port of Entry	37
Procedure after Entry	38

Letter of Approval from Competent Authority	38
Indefinite Stay	38
Extension of Stay	39
Rubber Stamps	39
3. Provision of Services	40
Procedure for registration as a Temporary Service Provider	40
Competent Authority	40
Criteria for Issuance of the Certificate	44
Duration of the Process	44
Duration of the Validity of the Certificate	44
Immigration Procedures for Temporary Movement of Service Providers	44
Procedure at Point of Entry	44
Procedure for the Automatic Extension of the Stay	45
Criteria for Automatic Extension	45
Duration of the Automatic Extension Process	45
No Restrictions	45
National Treatment	48
Taxes	48
4. Rights Related to the Spouse and Immediate Dependent Members of the Family	49
5. Irrevocability of Permission or Refusal to Enter of a Skilled national, Service Provider or National exercising the Right of Establishment	49
6. Social Security	49

FOREWORD

A number of years have passed since this booklet was first published and it remains one of the most popular sources of information on the Free Movement aspects of the CARICOM Single Market and Economy (CSME). The Caribbean Community (CARICOM) Secretariat is pleased to present this updated third edition. This publication has been made possible with the assistance of the European Union under the 10th European Development Fund.

The updating of this critical source of information has become necessary since the CSME continues to evolve and the information within these pages must reflect the achievements made along the journey of regional integration.

All CSME awareness studies and public education impact assessments reflect the requests by the peoples of the Community for more information on the CSME. This booklet is therefore one element within a regional strategy of communication processes attempting to bolster the efforts undertaken at the national levels.

The declaration by Member States of readiness to participate in the Single Market in 2006 was a critical juncture in the evolution of the Community since the signing of the Treaty of Chaguaramas in 1973, which gave birth to CARICOM. And as the Community celebrates its accomplishments seen in part by the many institutions and programmes created over the years, there is need to reflect and reinforce the importance of these milestones, through communication products, such as this document. Public education via collaboration with the many stakeholders remains indispensable to reinforce the purpose of regional integration and highlight how far we have travelled.

The CSME, as an essential element of Caribbean regional integration therefore can only function if there were Stakeholder buy-in at all levels in the private and public sectors including by higglers, Pan-Caribbean businesses, the media and immigration officers and this can be achieved to a large extent, through awareness and education programmes. Stakeholders as beneficiaries of the CSME in its function, have a vital place in helping to build the platform facing the onslaught of globalisation by creating the framework for increased competitiveness of our goods and services. As articulated in the foreword of the earlier version of this booklet, “...CSME is about closer cohesion within the Community...”

This booklet attempts specifically to address the Movement of CARICOM nationals within the CSME. The movement of people within the Community is vital to unlock the richness within the Region. It is the very essence of Community - the co-mingling of peoples. For there to be the aforementioned increased competitiveness of our goods and services, the peoples of the Community must be able to move for business, employment and to benefit from the rights offered under the CSME.

It is hoped that this publication will provide the necessary clarity and understanding, increased guidance and information on the processes for Free Movement of CARICOM nationals. As in the previous edition this document attempts to assist stakeholders in understanding their rights that were granted to enable and empower the peoples of our Region to secure and enjoy the benefits of integration.

INTRODUCTION

Integral to the Single Market is the movement of persons for economic activity and as consumers of services offered by Member States. The strengthening of a CARICOM identity can only be strengthened by the continued efforts to engender a sense of belonging to a Community and this is aided by the continued strides towards complete movement.

The recognition of the importance of movement of Community nationals is demonstrated in Article 45 of the Revised Treaty where Member States have committed themselves to the goal of free movement of their nationals within the Community. The Bahamas has not undertaken this commitment and is also not participating in the CSME.

The arrangements concerning the free movement of CARICOM nationals are set out in the Revised Treaty and decisions of the Conference of Heads of Government and the other Organs of the Caribbean Community.

These arrangements can be divided into two main parts, namely:

1. Facilitation of travel
2. Movement for the purposes of engagement in economic activity

Who is a CARICOM National?

According to Article 32(5)(a) of the Revised Treaty, a CARICOM national is a:

- (1) citizen of a Member State;
- (2) person who has a connection with a Member State of a kind which entitles him/her to be regarded as belonging to, or, if it be so expressed, as being a native or resident of the State for the purpose of the laws thereof relating to immigration; or

- (3) company or other legal entity constituted in the Member State in conformity with the laws thereof and which that State regards as belonging to it, provided that such company or other legal entity has been formed for gainful purposes and has its registered office and central administration, and carries on substantial activity within the Community and which is substantially owned and effectively controlled by persons mentioned in (1) and (2) – (“CARICOM business”).

Steps taken by the Organs to facilitate travel in the Community in furtherance of Articles 45 and 46(2)(b) apply generally to all CARICOM nationals including those travelling as visitors. These steps include:

- the Common Embarkation / Disembarkation(ED) Card
- the CARICOM Line at immigration points
- the CARICOM Passport
- a right to enter another Member State and be given a stay of six months

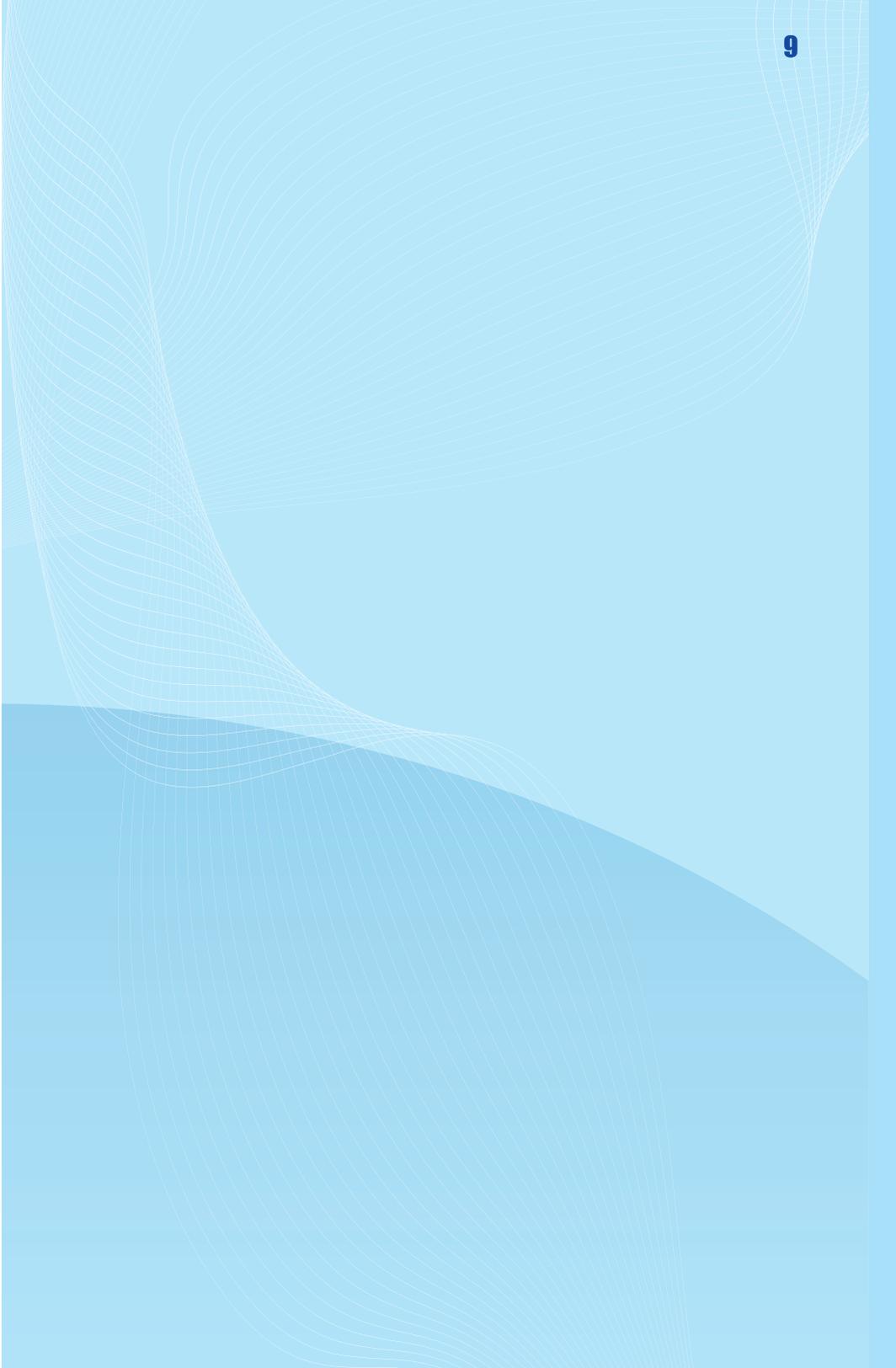
Free movement for economic activity within the CSME is available to wage earners, self-employed persons and certain personnel of a CARICOM business.

The main changes brought about by the CSME are:

- the abolition of the work permit requirement in specific circumstances
- a right to enter a Member State for the purposes of economic activity
- a right to indefinite stay in a Member State for Skilled nationals, owners of a CARICOM business and certain categories of their personnel
- extended stay for service providers for the period of carrying out the service

- the right to transfer one's social security benefits from one CARICOM Member State to another

In very limited circumstances and subject to Community scrutiny, Member States may restrict a Community national from the exercise of any of the rights conferred by the Treaty and decisions of the Community Organs. Additionally, movement does not entitle a Community national to become a citizen of another Member State or to commence a path to citizenship of another Member State.





PART 1

FACILITATION OF TRAVEL

Member States of the Community have agreed to take a number of measures and apply rules to facilitate travel. The purpose is to ensure that travel within the Community is hassle-free and procedures are as efficient as possible for CARICOM nationals.

The key principles with respect to the facilitation of travel in the Community are National Treatment and Most Favoured Nation Treatment. Most Favoured Nation Treatment ensures that, subject to the provisions of the Revised Treaty, each Member State shall, with respect to any rights covered by the Treaty, accord to another Member State treatment no less favourable than that accorded to a third Member State or third State.

In short, these principles seek to ensure that CARICOM nationals are treated in a manner similar to how nationals of the respective receiving Member State are treated and at a minimum, in a manner equal to or better than how foreigners are treated. To this end the following measures have been adopted:



- abolition of visas
- the CARICOM Line at immigration points
- the CARICOM Passport
- common ED form
- CARICOM nationals have a right to enter a Member State, and when they enter, are to be given a stay of six (6) months. This is intended to enhance their sense that they belong to, and can move in the Caribbean Community, subject to the right of Member States to refuse undesirable persons entry.

Right is not absolute - A Member State can refuse entry:

- because the CARICOM national presents a genuine, present and sufficiently serious threat to national security, public morals, public safety and health
- to prevent the national from becoming a charge on the public funds

Authorities have to do a case by case assessment and CARICOM nationals can request a review of the decision to refuse entry.

COMMON LINES FOR CITIZENS, RESIDENTS AND CARICOM NATIONALS

Member States are facilitating the entry of CARICOM nationals through immigration lines designated 'Citizens, Residents and CARICOM Nationals' or a variation of this text.

The purpose of the common lines is in furtherance of the principle of National Treatment, ensuring that all CARICOM nationals are treated in an equal manner.



CARICOM PASSPORT

The Conference of Heads of Government of the Caribbean Community has agreed that Member States would issue a CARICOM passport as a defining symbol of regionalism.

A CARICOM passport is a national passport that is issued in accordance with agreed common colours and format for intra regional and extra-regional travel.

The CARICOM logo and the words 'Caribbean Community' are printed on the cover.

The Coat of Arms and the name of the Member State are also featured on the cover.

The CARICOM passport also creates awareness that CARICOM nationals are nationals of both the Community and a specific country.

Twelve Member States have issued the CARICOM passport. They are Antigua and Barbuda, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

COMPLAINTS PROCEDURE

A CARICOM national arriving in, transiting or departing a Caribbean Community Member State, and or seeking to exercise a right under the CSME, may have had certain experiences about which he / she wishes to file a complaint with the relevant authorities. The experience(s) may have been at a port of entry, after entry into a Member State, or both.

The following complaints procedure is proposed to assist CARICOM nationals to exercise their rights under the Treaty and secondary legislation of the Community. It is recognized that a CARICOM national should be afforded prompt judicial review of a decision taken under any of the free movement regimes including the right of entry. Prior to making a complaint concerning a decision taken under any of the free movement regimes, the CARICOM national should seek judicial review of the decision if this is available and it is feasible for him/her to so do. Failure to seek judicial review will not preclude a CARICOM national from filing a complaint.

1. The complaints form shall be available at all airports in the arrival and departure area, the Ministry responsible for Trade, the Ministry responsible for Foreign Affairs, the Ministry responsible for CARICOM Affairs, the Ministry responsible for Labour, the Ministry responsible for National Security, the CSME Focal Point and online;
2. A CARICOM national wishing to make a complaint shall fill out such a complaints form in hard copy or online;
3. The completed form shall be returned (in person / mailed / electronically) to the CSME Focal Point of the receiving country or the home country of the CARICOM national within five working days of the date on which the CARICOM national receives the tribunal's decision into the incident or of the date of

the incident where there is no judicial review process available to the CARICOM national. The form should be copied to the CSME Focal Point of the other country concerned.

4. The CSME Focal Point upon receipt of the complaints form will confirm receipt of the complaint to the CARICOM national copied to the CSME Focal Point of the other country concerned. In the event that the form is sent to the CSME Focal Point in the home country, that Focal Point shall forward the complaint to his/her counterpart in the receiving country;
5. Within two weeks of receipt of a complaint, the CSME Focal Point of the receiving country must start with a review of the form and determine what further information, if any, may be required to facilitate the carrying out of the investigation;
6. The CARICOM national may be contacted in the event that additional information is needed to commence the investigation or during the investigation;
7. The CSME Focal Point may contact the Head of the relevant department to obtain any necessary information in order to commence an investigation with respect to the complaint or during such an investigation;
8. Where the investigation [by the CSME Focal Point] has revealed that there was a problem, the relevant department shall be informed so that the necessary corrective actions can be undertaken. The relevant department shall inform the CSME Focal Point of the corrective actions that have or will be taken;
9. The investigation shall be completed not later than eight weeks after the date of receipt of the complaint, and the CSME Focal Point will inform the CARICOM national and the CSME Focal Point of the home country of the outcome of the investigation.

CARICOM POINT OF ENTRY / DEPARTURE / INLAND COMPLAINTS FORM

Mail form to the CSME Focal Point (contact information)

A. PERSONAL INFORMATION

Surname

First Name

Nationality

Sex

Passport Number

Address

Telephone

E-mail

IMMIGRATION ENTRY AND DEPARTURE INFORMATION

Point of Entry / Departure

Date of Entry / Departure

Arrived from / Going to

Arrived on / Departed on

B. NATURE OF COMPLAINT

1. Please indicate the government department(s) against which you make the complaint:

Immigration Customs Police Security
 Accreditation Council Registrar of Companies Ministry of? : Other.....

2. Please indicate what your complaint relates to:

Refused Entry Refused Boarding Treatment Refused Recognition
 Other

3. Please indicate the purpose of your visit and basis of your complaint:

- General travel
- Free Movement of Skills
- Free Movement of Capital
- The Right of Establishment
- Free Movement of Services
- Other

4. Briefly describe your complaint, focusing on the exact issue and the Ministries/ Departments involved.

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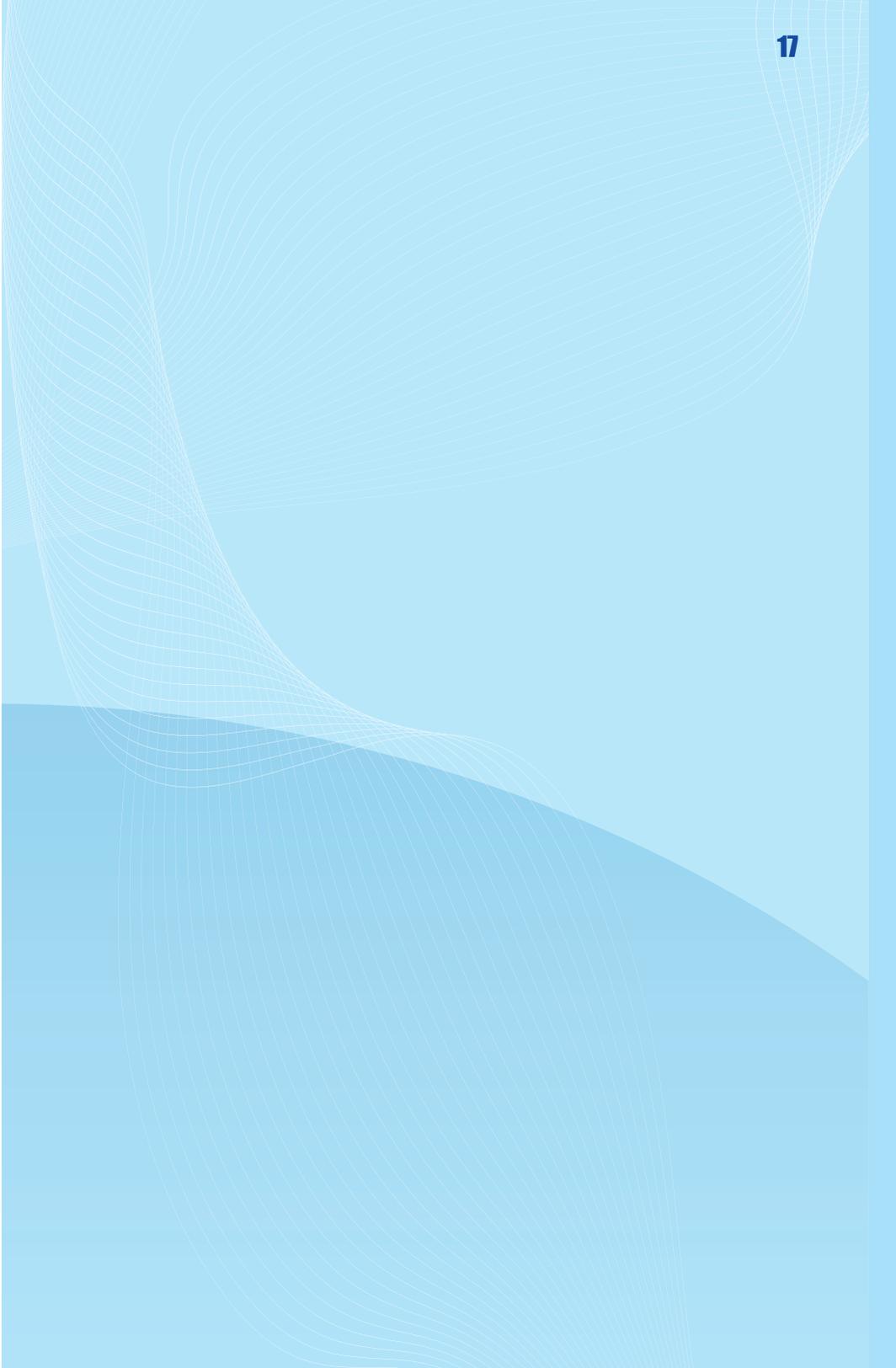
5. Briefly describe steps you have taken to address the issue.

.....

.....

.....

Signature Date





PART 2

FREE MOVEMENT FOR ECONOMIC ACTIVITY

The movement in this part can be described in three broad areas:

- Movement of Skilled Nationals;
- Right of Establishment; and
- Provision of Services.

CARICOM nationals not falling within these three broad categories may still move to seek work according to the laws of the particular Member State.



1. Movement of Skilled Nationals

One important category of persons who use the CSME for the purpose of engagement in economic activity is skilled workers who seek to work for a company or another person for a wage or salary. This is usually described as free movement of skills or free movement of skilled nationals.

Free movement of skills includes the right of certain categories of CARICOM Nationals under Article 46 of the Revised Treaty to seek employment in another Member State. As of 2016, there are 10 agreed categories that will be outlined in a further section. Community law and the laws of Member States allow CARICOM Nationals to seek employment in all CARICOM Single Market and Economy (CSME) participating Member States without the need to obtain a work permit in the Member State in which s/he desires to work.

The following categories of wage earners who are CARICOM nationals are entitled to move and work freely in the Community:

1. University Graduates
2. Artistes
3. Musicians
4. Sportspersons
5. Media Workers
6. Nurses
7. Teachers
8. Artisans with a Caribbean Vocational Qualification (CVQ)
9. Holders of Associate Degrees or comparable qualification
10. Household Domestics with a Caribbean Vocational Qualification (CVQ) or equivalent qualification

If a CARICOM national does not fall in any of the above-mentioned wage earning categories, then s/he must apply for a work permit if s/he wishes to work for wages in another Member State.

Approved Definitions of Skills

1) Graduates

Graduates, for the purpose of free movement of skills, are persons who have obtained at least a Bachelor's degree from a university recognized by the receiving Member State or a professional qualification that is equivalent to at least a Bachelor's degree.

2) Media Persons

Media persons are persons whose primary source of income is drawn from media and media-related work, or persons who are qualified to enter this field.

Such persons perform the functions of:

- media managers and administrators
- editors and sub-editors
- reporters, producers, announcers and broadcasters
- camera operators, sound engineering and video technicians
- production worker in the print and electronic media, etc.
- graphic artists, cartoonists and photographers
- editorial staff, programming staff and newsroom staff
- other related personnel whose functions are not here classified

3) Artistes

Artistes, for the purpose of free movement of skills, are persons who are active in or qualified to enter a particular field of artistic endeavour with the specific purpose to earn a living.

Such persons perform functions such as but not limited to:

- **Visual artistes** –
 - Fine artist
 - Costume builder
 - Costume designer
 - Fashion designer



- Stage manager
- Lighting designer
- Lighting technician
- Sound designer
- Sound technician
- Arts administrator
- Production assistant
- Holders of traditional knowledge

4) **Musicians**

Musicians, for the purpose of free movement of skills, are persons who are active in or qualified to enter a particular field of music with the specific purpose of earning a living.

Such persons perform functions such as but not limited to:

- Player of a musical instrument
- Singer
- Songwriter
- Band/Orchestra leader
- Conductor
- Promoter
- Events manager

5) **Sportspersons**

Sportspersons, for the purpose of free movement of skills, are persons who are active in or qualified to enter a particular field of sports with the specific purpose of earning a living as a professional or semi-professional.

Such persons perform functions such as but not limited to:

- Athlete
- Coach
- Team leader
- Sports manager
- Sports promoter
- Massage therapist
- Events manager

6) **Nurses**

These are persons who have successfully completed basic or higher level training for nurses; who are registered with the General Nursing Council of a CARICOM Member State and are designated Registered Nurses.

7) **Teachers**

Teachers are persons who have successfully completed an approved pre-service or in-service teacher preparation programme from an accredited/ recognized institution offering teacher education.

8) **Artisans**

An artisan is a skilled workman or craftsman. ISCO-08 gives the following description:

Craft and related trades workers apply their specific knowledge and skills in the fields of mining and construction, form metal, erect metal structures, set machine tools; or make, fit, maintain and





repair machinery, equipment or tools, carry out printing work as well as produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods.

The work is carried out by hand and by hand-powered and other tools that are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of all stages of the production process, the materials and tools used, and the nature and purpose of the final product.

Tasks performed by craft and related trades workers usually include: extracting and working solid minerals; constructing, maintaining and repairing buildings and other structures; casting, welding and shaping metal; installing and erecting heavy metal structures, tackle and related equipment; making machinery, tools, equipment, and other metal articles; setting for operators, or setting and operating various machine tools; fitting, maintaining and repairing industrial machinery including engines and vehicles, as well as electrical and electronic instruments and other equipment; molding precision instruments, jewelry household and other precious-metal articles, pottery, glass and related products, producing handicraft; executing printing work; producing and processing foodstuff and various articles made of wood, textiles, leather and related materials. Supervision of other workers may be included.

9) Holders of Associate Degrees or Comparable Qualification

CARICOM nationals who are eligible must be holders of an Associate Degree or equivalent qualifications who have obtained an Associate Degree from an accredited/recognized university or college or have obtained a professional, technical or vocational qualification that is comparable to an Associate Degree.

At its Sixteenth Meeting held in Guyana on 10-12 October 2007, the Council for Human and Social Development (COHSOD) agreed that comparable qualifications will be:

- 2 CAPE/ 2 'A' Levels;
- Certified Accounting Technician Qualification;
- National Technician Certificates requiring two years of study at the post-secondary level;
- Other comparable qualifications to be identified and compiled in a comprehensive list for the guidance of the Competent Authority in Member States.



ACQUIRING A CARICOM SKILLS CERTIFICATE

A CARICOM national who falls within one of the ten approved categories of skills described above and wishes to seek employment in another Member State as a wage earner must apply for a CARICOM Certificate of Recognition of Skills Qualifications (CARICOM Skills Certificate) from the Competent Authority in a CARICOM country that is participating in the CSME.

The general procedure to obtain a CARICOM Skills Certificate is set out below. Further details can be obtained from the offices of the Competent Authorities as well as the Caribbean Community Secretariat website. Community nationals should also look to the domestic laws of Member States that were enacted with the specific purpose of implementing the Free Movement of Skills. These laws are generally known as the Caribbean Community Skilled Nationals Act.

This Certificate will provide immigration officials with proof that the person who is seeking to enter another Member State belongs to one of the approved categories. The receiving Member State has the right to verify the certificates and the documentation upon which the certificate was issued. The Free Movement of Skills Department or Desk is charged with this responsibility.

Free Movement of Skills Department/Desk

In order to receive applications of CARICOM nationals for free movement or to execute verifications, the Competent Authority of each Member State has assigned a Department/Desk with the responsibility to administer the application process. The identified Department/Desk is the only Department/Desk authorized to receive applications and supporting documents from interested CARICOM nationals.

Applications should be sent/submitted to the Free Movement of Skills Department/Desk in the Ministry or Department of Government with responsibility for issuing the CARICOM Skills Certificate.

Information to be submitted by Skilled Nationals in Support of Their Applications

In order to facilitate the application for Free Movement of Skills, these categories of persons will have to provide the following information, where applicable, to satisfy the authorities that the person has the requisite skill:

- A University Degree, which should at least be a Bachelor's Degree
- Letter from the respective National Federation, Ministry or General Nursing Body which clearly states that the applicant is registered in a particular field of art, music, sports, media work or as a nurse
- Copies of relevant qualifications in the field of art, music, sports, teacher education or media work. Copies of a Caribbean Vocational Qualification (CVQ) or an Associate Degree.
- Letters from previous employers which clearly state the functions the applicant was performing while in their employ

All applicants should also provide:

- Birth certificate
- Copy of the bio data page of his/her CARICOM passport and the pages with date of issue and expiry date
- Marriage certificate, where applicable
- Passport size photographs

Competent Authority

The Free Movement of Skills laws provide for a Competent Authority. In most Member States, the Competent Authority is a Minister who has responsibility for the implementation of the Free Movement of Skills regime. The main responsibility is to authorize the issuance of the Certificate of Recognition of CARICOM Skills Qualification.

Free Movement Committee

The Competent Authority is generally assisted by a Free Movement Committee whose main responsibilities are to:

- review applications for Free Movement of Skills
- verify whether a person is a 'Skilled CARICOM National'
- advise the Competent Authority on the issuance of a CARICOM Skills Certificate

The Free Movement Committee consists of representatives of relevant Ministries, such as Ministries responsible for Labour, Education, CARICOM Affairs, Culture and Trade.

The Chairperson of this Committee is:

- the representative of the Competent Authority
- responsible for organizing the review of all applications received for the issuance of a CARICOM Skills Certificate
- responsible for circulating applications received or CARICOM Skills Certificates for which a determination has been made to verify the certificate and supporting documents

The Free Movement Committee must inform each applicant about its decisions concerning applications as soon as possible but not later than two (2) weeks after its first scheduled meeting. In the event that more time is required due to accreditation issues, the applicant should be made aware of the reasons for the delay.

It should be noted that the whole process should not take longer than the time taken to obtain a work permit but preferably should be much shorter. Each Member State participating in the CSME decides which Ministry is responsible for Free Movement of Skills. Persons who wish to obtain a CARICOM Skills Certificate should contact the following designated Ministries for information:

Member State	Ministry/Organisation Name
ANTIGUA & BARBUDA	Ministry of Legal Affairs, Public Safety and Labour Government Office Complex Parliament Drive St. John's T: (268) 460-9480 F: (268) 462-2465 legalaffairs@ab.gov.ag
BARBADOS	Barbados Accreditation Council 123 A&B, "Plaza Centrale" Roebuck Street St. Michael BB11080 T: (246) 622-1090 F: (246) 622-1090 E: info@bac.gov.bb W: https://bac.gov.bb/Services/SkillsCertificate
BELIZE	Department of Immigration and Nationality Services Dry Creek Road Belmopan City Cayo District T: (501) 822-3860/(501) 822-0284 F: (501) 822-2662/(501) 822-0278 E: celina.flores@ins.gov.bz
DOMINICA	Ministry of Justice, Immigration and National Security 5th Floor, Financial Centre Kennedy Avenue, Roseau Dominica T: (767) 266 3289 E: nationalsecurity@dominica.gov.dm W: http://justice.gov.dm/
GRENADA	Ministry of Foreign Affairs & International Business Ministerial Complex Fourth Floor Botanical Gardens Tanteen, St. George's T: (473) 440-2640/2712/3036 F: (473) 440-4184 E: foreignaffairs@gov.gd

GUYANA	<p>Ministry of Foreign Affairs 254 South Road and Shiv Chanderpaul Drive Georgetown Guyana</p> <p>T: (592) 225-3982 E: minfor@guyana.net.gy W: http://www.minfor.gov.gy/</p>
JAMAICA	<p>Ministry of Labour and Social Security 1F North Street Kingston Jamaica</p> <p>T: (876) 922-9500-14 F: (876) 922-6902 W: http://www.mlss.gov.jm</p>
ST. KITTS & NEVIS	<p>Ministry of International Trade, Industry, Commerce and Consumer Affairs P.O. Box 186, George Street, Newtown</p> <p>T: (869) 467-1203/466-4730 F: (869) 465-1778 E: foreigntrade@gov.kn W: www.miticca.gov.kn</p>
SAINT LUCIA	<p>Ministry of Finance, Economic Growth, Job Creation, External Affairs and the Public Service Baywalk Mall, Level 5 Rodney Bay Gros islet</p> <p>T: (758) 468-4512 F: (758) 452-7427 E: asedwin@gosl.gov.lc / external@gosl.gov.lc</p>
ST. VINCENT & THE GRENADINES	<p>Ministry of National Security, Air and Sea Port Development 4th Floor Administrative Center Kingstown</p> <p>T: (784) 456-1111 F: (784) 457-2152 E: office.natsec@gov.vc</p>

SURINAME	Ministry of Labour E. Brumastraat Paramaribo T: (597) 476540/475241 E: vvp@atm.gov.sr W: www.atm.gov.sr
TRINIDAD & TOBAGO	Ministry of Foreign and CARICOM Affairs Levels 10-14, Tower C, Waterfront Complex 1A Wrightson Road Port of Spain T: (868) 623-6894 E: caricom@foreign.gov.tt W: https://foreign.gov.tt/services/csme

*** please contact the CSME Focal Point for your country, or see csmeonline.org/competentauthorities for up-to-date information.*

Recognition of Qualifications

In order to facilitate the verification of qualifications, Member States have or will set up a National Accreditation Body pursuant to the Accreditation Law.

Table of Accreditation Bodies

Member State	Ministry/Organisation Name
ANTIGUA & BARBUDA	Antigua and Barbuda National Accreditation Board (ABNAB) Prime Minister's Drive Saint John's, Antigua and Barbuda T: (268) 562-8151/52/53 F: (268) 562-8173 E: abnab.anu@gmail.com
BARBADOS	Barbados Accreditation Council 123 A&B, "Plaza Centrale" Roebuck Street St. Michael BB11080 T: (246) 622-1090 F: (246) 622-1090 E: info@bac.gov.bb

BELIZE	<p>Ministry of Education, Youth and Sports (Headquarters) Ministry of Education West Block Building - Third Floor City of Belmopan, Cayo District Belize, C.A.</p> <p>T: +011 501 822-2380/3315 F: +011 501 822-3389 W: http://www.moe.gov.bz/</p>
DOMINICA	<p>National Accreditation Board C/o Ministry of Education and Human Resource Development Government Headquarters Kennedy Avenue Roseau</p> <p>T: (767) 266 3460 F: (767) 448 0644 E: nab@dominica.gov.dm</p>
GRENADA	<p>Grenada National Accreditation Board The Grenada National Accreditation Secretariat Ministry of Education Building Botanical Gardens St. George's</p> <p>T: (473) 440-2737 F: (473) 440-6650 E: accreditation@gov.gd W: www.accreditation.gd</p>
GUYANA	<p>Guyana's National Accreditation Council 109 Barima Avenue, Bel Air Park Georgetown</p> <p>T: (592) 225 – 9526/(592) 223 – 7901/(592) 225 – 7662 E: info@nac.gov.gy W: http://www.nac.gov.gy</p>
JAMAICA	<p>University Council of Jamaica 2nd Floor of the HEART/Trust-NTA Building 6b Oxford Road Kingston 5</p> <p>T: (876) 929-7299 E: info@ucj.org.jm W: http://ucj.org.jm</p>

ST. KITTS & NEVIS	<p>The Accreditation Board C/o Ministry of Education, Youth, Social & Community Development P.O.Box 878 Basseterre, St. Kitts & Nevis</p> <p>T: (869) 467-1112 /1107/(869) 622-2910 F: (869) 466-7443 E: dpmin@sisterisles.kn</p>
SAINT LUCIA	<p>Technical and Vocational Education & Training (TVET) and Accreditation Unit c/o Ministry of Education, Innovation, Gender Relations and Sustainable Development 3rd Floor Francis Compton Building Waterfront, Castries</p> <p>T: (758) 468-5225/(758) 453-1787 E: tvet.education@govt.lc</p>
ST. VINCENT & THE GRENADINES	<p>Accreditation Unit Ministry of Education, Reconciliation and Ecclesiastical Affairs Halifax Street Kingstown</p> <p>T: (784) 457-1104 F: (784) 457-1114 E: office.education@mail.gov.vc</p>
TRINIDAD & TOBAGO	<p>Accreditation Council of Trinidad and Tobago (ACTT) Head Office Level 3, Building B, Pan American Life Plaza 91-93 St. Vincent Street Port of Spain</p> <p>T: (868) 623-2500/5282/7340/8389/8620 Toll Free: 800-2288 (ACTT) F: (868) 624-5711 E: info@actt.org.tt or customerservice@actt.org.tt</p>
CARICOM REGION	<p>Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) CANQATE Secretariat The Accreditation Council of Trinidad and Tobago (ACTT) St. Vincent Street, Port of Spain Trinidad & Tobago</p> <p>T: (876) 929 7299 F: (876) 929 7312 E: info@canqate.org W: http://canqate.org</p>

*** please contact the CSME Focal Point for your country, or see csmeonline.org/accreditationbodies for up-to-date information.*

Once established, a representative of the National Accreditation Body should be a member of the Free Movement Committee. The Free Movement Committee should request advice from the National Accreditation Body on behalf of the Competent Authority in cases where doubt exists about the qualifications of applicants.

The National Accreditation Body must advise the Free Movement Committee within two weeks of receipt of the request about its findings. The National Accreditation Body should generally serve as an advisory body and not the body responsible for the implementation of the Free Movement of Skills for policy nor for approval of applications.

The national, sub-regional and regional accreditation bodies will assess the qualifications of CARICOM nationals in case of doubt and advise the Free Movement Committee.

Entry of Approved Categories of Wage Earners

A CARICOM national who is seeking to enter another Member State will be granted entry for a definite or an indefinite duration.

When the Certificate is issued by the competent authority of the home country or by another Member State, CARICOM nationals should be granted a stay for six months during which period they should submit their Skills certificate to the competent authority of the host country for acceptance. The competent authority may verify the validity of the certificate and the documentation upon which it has been issued. During the period of consideration by the competent authority, the CARICOM national can work.

Where the Certificate is issued by the competent authority of the host country or where the competent authority indicates that the person is recognized as a Skilled CARICOM National, the CARICOM national may

apply to Immigration for indefinite stay which shall be granted unless this cannot be so done for reasons of national security, public safety, public morals, public order or any of the other bases set out in the Treaty as interpreted by the Caribbean Court of Justice.

Procedures at the Port of Entry

At the port of entry, the CARICOM national must present a valid passport to the immigration officer along with the CARICOM Skills Certificate, where the national is already in possession of the same. Immigration Departments would insert a stamp to indicate in the passport the duration of stay and status of the CARICOM national.

If a CARICOM national arrives at a port of entry and does not have a CARICOM Skills Certificate, the immigration officer would grant the six months to the CARICOM national and the national's status would be that of a visitor.

Where the CARICOM national is in possession of a CARICOM Skills Certificate,

- the stamp for definite entry should read-
"FREE MOVEMENT DEFINITE ENTRY - RIGHT TO WORK - VERIFICATION REQUIRED"
- In the case of the indefinite entry, the stamp should read-
"FREE MOVEMENT INDEFINITE ENTRY-RIGHT TO WORK"

Immigration officials should indicate to a CARICOM national who is entering with a CARICOM Skills Certificate issued by another Member State that verification is required within the period of six months. In addition, they should provide the recipient of definite entry status with relevant information to complete the process leading to indefinite entry status.

Benefits for Holder of the Certificate

A CARICOM national holding a Certificate of Recognition of CARICOM Skills Qualification will not be subjected to:

- any restriction on freedom of movement, including the freedom to leave and re-enter his or her host country;
- any restriction on the right to engage in gainful employment or other occupation;
- discriminatory selection in filling vacancies;
- any restriction on freedom to access property for his/her use in business;
- any restriction on freedom to access property for use as his/her residence;
- any restriction on spouses and immediate dependent family members to move with the holder.

Non-wage Earners

Non-wage earners are persons who are self-employed CARICOM nationals. All CARICOM nationals have the right to work as self-employed persons in any Member State participating in the CSME.

Non-wage earners may also be companies and other legal forms of business, organizations and have the right to certain personnel from one CSME Member state to another.

This right of non-wage earners can be exercised through:

- the right of establishment and
- the provision of services

2. Right of Establishment

CARICOM nationals have the right to establish a business in the CSME. This is generally referred to as the Right of Establishment which includes the following rights:

- to engage in any non-wage earning activities of a commercial, industrial, agricultural, professional or artisanal nature; and
- to create and manage economic enterprises, which includes any type of organization for the production of, or trade in goods, or the provision of services owned or controlled by a national of a Member State.

Companies have the right to bring in managerial, supervisory, and technical staff in order to further their business.

Letter of Request for Free Movement of Managerial, Supervisory and Technical Staff

The business establishment must submit a letter of request to the Free Movement Desk so that it can be considered by the Competent Authority in the Member State in which free movement is requested for managerial, supervisory and technical staff. A copy of the employment contract must be included in the request.

The Competent Authority will consider the request and inform the employer about the outcome. Managerial, supervisory and technical staff do not have an independent right to free movement. Their rights are contingent on working for the business establishment that is seeking to move them. As such, the employer will receive a letter stating that their movement of the specific personnel has been approved and that the passports must be submitted to Immigration in order to be stamped. These persons will be granted free movement in accordance with the duration of their employment contract.

Procedure at Port of Entry

CARICOM nationals who wish to move from one CARICOM Member State to another in order to establish a business will have to present the following at point of entry:

- (i) Valid passport
- (ii) Return ticket
- (iii) Proof of financial resources for personal maintenance, such as credit cards, travelers cheques, cash or combination thereof.

Immigration will grant the CARICOM national a definite stay of 6 months.

Procedure after Entry

Each Member State has designated a Competent Authority for Right of Establishment. After entry has been granted, the CARICOM national must submit to the Competent Authority relevant proof of business establishment such as:

- Financial Resources
- Business Name(s) Certificate, Certificate of Incorporation

Letter of Approval from the Competent Authority

The Competent Authority will determine if all requirements to establish the particular business have been satisfied. Once all requirements are satisfied, it will issue a letter of approval to the CARICOM national, copied to the Immigration Department. If the business is established within the six-month period, then the CARICOM national must report to the Immigration Department and may be required to submit police certificates of character to further regularize his/ her stay.

Indefinite Stay

Once the business is established, CARICOM nationals exercising the Right of Establishment may apply to Immigration for indefinite stay which shall be granted unless this cannot be so done for reasons of national security, public safety, public morals, public order or any of the other bases set out in Articles 225 and 226 of the Treaty as interpreted by the Caribbean Court of Justice.

Member States will determine through the national mechanisms that have been established for that purpose, whether a business is operational. If the CARICOM national is no longer operating the business or another business, the Competent Authority for Right of Establishment will inform the Immigration Department, which has the right to rescind the indefinite stay or to indicate to the person that he/ she needs to apply for a permit of stay and/ or a work permit until such time that there is full free movement in the Community.

Extension of Stay

In the event that the business is not established within the 6-month period, the CARICOM national should present to the Immigration Department or other relevant department so designated by the Member State, evidence from the Competent Authority that concrete steps have been taken to establish the business. Where such evidence is provided, the CARICOM national will be granted an extension of 6 months.

Rubber Stamps

There shall be specific stamps for the definite entry of 6 months, the extension of 6 months and the indefinite stay with the following text:

- (i) Right of Establishment-Definite Entry of 6 Months
- (ii) Right of Establishment-Extension
- (iii) Right of Establishment-Indefinite Entry

A CARICOM national whose passport is stamped with one of the above is automatically entitled to immigration status of Managerial, Supervisory and Technical Staff.

The immigration status of such relevant staff will be linked to the rights of the businesspersons. The contracts of these staff members will be taken into account.

3. Provision of Services

CARICOM nationals also have the right to provide services:

- from the territory of one Member State into the territory of another Member State (persons do not move);
- in the territory of one Member State to the consumer of another Member State who desires the service (consumers must move);
 - by a service supplier of one Member State through commercial presence in the territory of another Member State (see Right of Establishment);
 - by a service supplier of one Member State through the presence of natural persons of a Member State in the territory of another Member State.

The provision of services can be done by a self-employed person providing services against remuneration other than wages in any approved sector or by a business. This is generally referred to as provision of services, meaning the supply of services:

The rules of the Treaty on the provision of services described above would therefore allow a person to supply services to a CARICOM country by being in a country temporarily for short periods of time.

Procedure for Registration as a Temporary Service Provider

A self-employed CARICOM national of a Member State who has to be present in another Member State on a temporary basis in order to provide a service should register as a service provider in the Member State where he/ she lives and works in order to be issued with a certificate, which will facilitate the entry into another Member State.

Competent Authority

The Competent Authority to issue the certificate will be the authority designated as such by each Member State. Please contact your CSME focal

point for more information or to facilitate contact with the Competent Authority.

Member State	CSME Focal Point	Contact Information
ANTIGUA AND BARBUDA	Mrs. Michelle Joseph Senior Trade Policy Analyst	Ministry of Trade, Commerce and Industry, Sports, Culture and National Festivals Bryson's Building Friar's Hill Road St John's T: (268) 462-1532/1542 F: (268) 462-1625 E: Michelle.Joseph@ab.gov.ag trade.antigua.barbuda@gmail.com
BARBADOS	Ms. Paula Byer Chief Research Officer Ms. Rhea Clarke-Mason Economist I Ms. Dale Williams Research Officer I	Prime Minister's Office Government Headquarters Bay Street, St. Michael T: (246) 535-5613 /(246) 535-5300 PBX F: (246) 228-4386 E: paula.byer@barbados.gov.bb T: (246) 535-5421 E: Rhea.Clarke-Mason@barbados.gov.bb T: (246) 535-5613 E: dale.williams@barbados.gov.bb
BELIZE	Ms. Amparo Mason Chief Executive Officer Mr. Berisford Codd Directorate General of Foreign Trade	Ministry of Economic Development, Petroleum, Trade, Investment and Commerce T: 011-501-822-3263/2832/2833 E: ceo@itc.gov.bz Berisford.codd@mft.gov.bz
DOMINICA	Mr. Matthan J. Walter Director of Trade (Ag.)	Ministry of Trade, Energy and Employment, 4th Floor, Financial Centre, Roseau T: (767) 266-3266/ 615-9585/ 276-5657 F: (767) 448-5200 E: domtrade@cwdom.dm walterm@dominica.gov.dm

GRENADA	<p>Mrs. Dunaliz Commodore Foreign Service Officer III</p> <p>Mr. Ché Phillip Foreign Service Officer III</p>	<p>Ministry of Foreign Affairs and International Business 4th Floor, Ministerial Complex Botanical Gardens St. George's</p> <p>T: (473) 440-2640 F: (473) 440-4184 E: foreignaffairsgrenada@gmail.com kdcommodore@hotmail.com</p>
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JAMAICA	<p>Mrs. Symone Betton-Nayo</p> <p>Mrs. Arlene Myrie Administrative Assistant</p>	<p>Foreign Trade Division Ministry of Foreign Affairs and Foreign Trade 21 Dominica Drive, Kingston 5</p> <p>T: (876) 926-4220 – 8 Ext 3433 (876) 936-0954 F: (876) 929-6733 E: Symone.Betton-Nayo@mfaft.gov.jm</p> <p>T: (876) 926-4220 Ext 3432 E: ta_assistant@mfaft.gov.jm</p>
MONTSERRAT		<p>Office of the Premier Government Headquarters, P. O. Box 292, Brades</p> <p>T: (664) 491-3463 F: (664) 491-6780</p>

ST. KITTS & NEVIS	<p>Mrs. Jasemin Weekes Director, Trade Research</p> <p>Mr. Charleton Edwards Permanent Secretary</p> <p>Ms. Desiree Huggins Executive Officer</p>	<p>Trade, Industry, Commerce and Consumer Affairs, Ground Floor Caribbean Credit Card Corporation Building Bladen Commercial Development Church Street, Basseterre</p> <p>T: (869) 467-1098/1096 F: (869) 465-1778 E: jaseminww@hotmail.com E: charleton.edwards@gmail.com; E: desiree_huggins@yahoo.com</p>
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SURINAME	<p>Mrs. Marijke Bhaggoe CSME Focal Point</p> <p>Ms Yvette Rokadji Director Trade (Ag.)</p>	<p>Ministry of Trade and Industry, Nieuwe Haven, Postbox 9354, Paramaribo T: 011-597-402080 Ext 245; 251; 292 F: 011-597-402602 E: marijke.bhaggoe@minhi.gov.sr; yvette.rokadji@minhi.gov.sr</p>
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**** please contact the CSME Focal Point for your country, or see csmeonline.org/focalpoints for up-to-date information.**

Criteria for the Issuance of the Certificate

The following documents should be submitted to the Competent Authority:

- (i) Proof of CARICOM nationality
- (ii) (a) Proof of competency to provide the service; or
(b) Proof of contract to offer the service; or
(c) Present letter from relevant association or reputable person/body

Duration of the Issuance Process

The Competent Authority should issue the certificate as expeditiously as possible.

Duration of the Validity of the Certificate

The lifetime of the certificate is indefinite.

Immigration Procedures for Temporary Movement of Service Providers**Procedure at Point of Entry**

The certificate must be presented to the immigration officer at point of entry as proof that the CARICOM national is a service provider who is seeking to enter to provide services on a temporary basis.

Other documents required are:

- (i) a valid passport;
- (ii) contract to offer service or invitation letter from a client

The immigration officer will grant the CARICOM national sufficient time to provide the service but in any event it will be no less than six months in the first instance.

Procedure for the Automatic Extension of the Stay

In cases where the provision of a service on a temporary basis is not completed within the time period granted by Immigration, an extension must be requested from the Immigration Department. which department shall grant the extension automatically unless there are grounds to refuse on the basis of Articles 225 or 226.

The automatic extension will be granted in order to enable the CARICOM national to complete provision of the service.

The automatic extension is based on rights enshrined in the Revised Treaty of Chaguaramas, namely non-discrimination (national treatment) and the right to provide a service through mode 4-the movement of national persons.

Criteria for the Automatic Extension

The service provider must submit proof that the service is not yet completed.

Duration of the Automatic Extension Process

The process to extend the stay should not take longer than ten working days.

No Restrictions

A CARICOM national establishing a business or temporarily providing a service will not be subjected to:

- any restriction on freedom of movement, including the freedom to leave and re-enter his or her host country;
- any restriction on the right to engage in non-wage earning activities;
- any restriction on freedom of access to property for use in his/her business;

- any restriction on freedom of access to property for use as his/her residence;
- any restriction on access to capital in the receiving country;
- any restriction on the entry of managerial, supervisory and technical staff;
- any restriction on the entry of spouses and immediate dependent family members of the entrepreneur or his/her managerial, supervisory and technical staff.

Certificate No.

CERTIFICATE OF REGISTRATION AS A CARICOM SERVICE PROVIDER

WHEREAS has applied to (the competent authority) for a Certificate of Registration as a CARICOM Service Provider and has satisfied (the competent authority) that the specified conditions to be granted such a Certificate have been fulfilled;

NOW THEREFORE, (the competent authority), in exercise of the powers conferred upon him grants to the said this Certificate of Registration as a CARICOM Service Provider.

In witness whereof I have hereto subscribed my name

.....
(The competent authority)

National Treatment

CARICOM nationals are or will be able to set up businesses or provide services in any Member State, subject to the same rules that apply to nationals of the host country. This principle is referred to as National Treatment.

It is therefore important to know the rules that apply to nationals of the receiving country.

Taxes

CARICOM nationals must be cognizant of the fact that they are subject to all applicable tax laws of their host country. It is therefore important to have knowledge about the types of taxes levied before moving to work in another Member State.

The Intra-Regional Double Taxation Agreement protects wage earners and self-employed CARICOM nationals from paying taxes twice on the same earnings.

The Intra-Regional Double Taxation Agreement is currently enacted and in force in Antigua and Barbuda, Barbados, Belize, Dominica, Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines and Trinidad and Tobago.

Once employed, CARICOM nationals must ensure that they are registered with the tax department and that they file their annual tax returns on time. This will ensure that they are able to prove that they have paid taxes on income earned in the country in which they worked and can therefore apply for tax exemption in their home country where they repatriate any part of that income.

4. Rights Related to the Spouse and Immediate Dependent Members of the Family

CARICOM nationals have the right for their spouses and immediate dependent family members to:

- move with or to join the principal mover in the host country;
- freedom of movement, including freedom to leave and re-enter the host country without seeking further permission;
- CARICOM nationals who have exercised the right of free movement of skills, provision of services or right of establishment, have the right for their spouses to be able to work without the need to obtain a work permit

5. Irrevocability of Permission or Refusal to Enter of a Skilled National, Service Provider or National exercising the Right of Establishment

The right to remain for the periods specified above may only be revoked on the basis of Articles 225 and 226 of the Treaty. The CARICOM national is to be allowed to seek a review of the decision by the Court. The procedure employed by the Member State should ensure all the safeguards required by Community law as well as the safeguards employed regarding revocation of citizenship by naturalization.

A Member State can also refuse a qualified CARICOM national entry into its territory pursuant to Articles 225 and 226 if there are sufficient grounds to believe that the CARICOM national will pose a genuine, present and sufficiently serious threat to public order, public morals, public health, and public safety.

6. Social Security

A CARICOM national, who is a wage earner, must be insured in the Member State where he or she is employed and must therefore make contributions to the respective Social Security Organization. He/She is entitled to the same benefits as nationals of the host country.

The CARICOM Agreement on Social Security came into effect on April 1st, 1997. It protects all entitlements to long-term benefits by the totaling of all the contributions that were paid to the respective Social Security Organizations in the Member States where a national previously worked. Haiti and Suriname are the exceptions and have not yet become parties to this Agreement

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