

Checklist

Occupation Permit - Professional

	1 st Application	2 nd Application (Renewal)
Forms		
BOI Registration Form	✓	
Application form for Occupation permit	✓	✓
Signed Undertaking	✓	✓
Processing fee (Office Cheque / Bank draft)	✓	✓
Personal documents		
Passport details (Personal data page & last entry visa)	✓	✓
Full birth Certificate	✓	
Marriage certificate / Divorce Certificate	✓	
Four recent identical colour passport sized photographs	✓	✓
Original Academic/Professional Qualifications or true certified copies by competent authority	✓	✓
Curriculum Vitae	✓	✓
Medical Certificate	✓	
Copy of Occupation/ Work/ Residence Permit		✓
Business/ Work related Documents		
Business Registration Card	✓	✓
Certificate of Incorporation	✓	✓
Permits/Licences (<i>GBL, Tourism Enterprise Licence, TEC etc.</i>)	✓	✓
Shareholding structure (<i>consent of shareholder & director</i>)	✓	
Brief on Company's activities	✓	✓
Number of Foreign & Local employees	✓	✓
Contract of employment	✓	✓
Detailed job description	✓	✓

Note: BOI will contact MRA to cross check the emoluments declared and personal income tax paid