

2nd EDITION



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# Single Market and Economy

Free Movement – Travel and Work

& the Grenadines • Trinidad & Tobago • Antigua & Barbuda • The Bahamas • Barbados • Belize • Dominica • Grenada • Guyana • Haiti • Jamaica • Montserrat • St. Kitts & Nevis • St. Lucia • Suriname

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## 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 takes great pleasure in presenting this updated second edition. Once again this publication has been made possible with the assistance of the United Nations Development Programme (UNDP).

The updating of this critical source of information has become necessary since the CSME continues to evolve as a work in progress 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 achievement of a 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.



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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 such as 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 area of Free Movement of persons 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 freely for business, employment and to benefit from the rights offered under the CSME.

CARICOM has steadily expanded the categories of persons entitled to Free Movement, and there is the expectation for others to be added. It is hoped that the following pages will assist with the necessary clarity and understanding, increased guidance and information on the processes for Free Movement. As in the previous edition this document attempts to assist stakeholders in understanding their rights which were granted to enable and empower the peoples of our Region to secure and enjoy the benefits of integration.

H.E. Edwin W. Carrington  
Secretary General  
Caribbean Community

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## THE FREE MOVEMENT OF PERSONS

The CARICOM Single Market and Economy (CSME) is not only about goods and capital. Indeed it is mainly about people. In fact within the Revised Treaty Establishing the Caribbean Community and which includes the CARICOM Single Market and Economy (CSME), there are several provisions dealing with persons. None, however, are more important in a genuine Single Market and Economy than the provisions relating to the free movement of persons.

Article 45 of the Revised Treaty declares that Member States commit themselves to the goal of free movement of their nationals within the Community.

The agreements which CARICOM Governments have made concerning free movement of persons are written in the Revised Treaty. Decisions such as new classes of persons who are eligible to move and transfer of social security benefits were made by the Ministerial Organs and Conference of Heads of Government of the Caribbean Community.

The agreements in the Revised Treaty can be divided into two main parts, namely:

1. Free Movement for the purposes of engagement in gainful economic activity and
2. Hassle-Free Travel/ Facilitation of Travel

Free movement for gainful economic activity within the CSME is available to wage earners, self-employed persons and to persons establishing companies and other types of business organisations.

The main changes brought about by the CSME are;

- the abolition of the work permit,
- the introduction of the CARICOM Certificate of Recognition of Skills Qualification, (CARICOM Skills Certificate)





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- definite entry for 6 months,
- indefinite stay in a Member State and
- the right to transfer one's social security benefits from one CARICOM State to another.

Hassle free travel is a necessary condition for persons to fully enjoy the rights connected to movement for the purposes of engagement in gainful economic activity. It includes;

- the Common ED Card
- the CARICOM Line at immigration points
- abolition of the need for a visa and
- the CARICOM Passport

**PART ONE: FREE MOVEMENT FOR GAINFUL ECONOMIC ACTIVITY**

**FREE MOVEMENT OF SKILLS/LABOUR**

One important category of persons who use the CSME for the purposes of engagement in gainful economic activity is skilled workers who work for a company or another person for a wage or salary or, who choose to work for themselves. The term free movement of skills/labour is used to describe this category.

Free movement of skills/labour includes the right of a CARICOM National, under Article 46 of the Revised Treaty; The Caribbean Community Skilled National's Act and the Immigration Laws of CARICOM Member States, to seek work and/or to engage in gainful employment in all CARICOM Member States, without the need to obtain a work permit in the Member State in which he/she desires to work.

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#### Who is a CARICOM National?

A CARICOM National is, according to Article 32.5 (A) of the Revised Treaty, a person who is regarded as a National of a Member State. This is the case if such person:

- is a citizen of that State;
- has a connection with that 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.

#### Free Movement of Skills is not a Right to Permanent Residency or Citizenship

There are currently no rights regarding free movement solely for purposes of residency or permanent naturalization or citizenship. If a person wishes to migrate from one CARICOM State to live in another, he/she must still apply for residency or citizenship, in accordance with the laws of the host country.

The persons who are eligible for free movement of skills/labour must be engaged in some kind of legitimate economic activity in the CARICOM Single Market and Economy as either a wage-earner or non-wage earner.





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## 1. WAGE EARNERS

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

CARICOM Nationals who are:

1. Graduates of all recognised universities in the world,
2. Artistes,
3. Musicians
4. Sportspersons,
5. Media Workers,
6. Nurses
7. Teachers
8. Artisans with a Caribbean Vocational Qualification
9. Holders of Associate Degrees or comparable qualification

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

### Approved Definitions of skills/labour

#### *Graduates*

Graduates, for the purposes of free movement of skills, are persons who have obtained at least a bachelor's degree from a recognised university or a professional qualification which is equivalent to at least a bachelor's degree.

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### *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 workers in the print and electronic media, etc.
- graphic artists, cartoonists and photographers
- editorial staff, programming staff and newsroom staff and
- other related personnel whose functions are not here classified.

### *Artistes*

Artistes, for the purposes of free movement of skills are persons, who are active in or qualified to enter a particular field of art 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
  - Set fashion
  - Make-up artist
  - Stylists
  - Interior designer
  - Textile designer



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### *Musicians*

Musicians, for the purposes 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

### *Sportspersons*

Sportspersons, for the purposes 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 -

- athletes
- coaches
- team leader
- sports manager
- sports promoter
- massage therapists
- events manager



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### **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.

### **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.

### **Managerial Staff**

ISCO-88 gives the following description of a manager:

***Managers determine and formulate policies and plan, direct and coordinate the activities of enterprises and organizations, or their internal departments or section.***

### **Technical Staff**

ISCO-88 provides the following description of technicians and associate professionals:

*Technicians and associate professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations, and teach at certain educational levels.*

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*Tasks performed by technicians and associate professionals usually include: undertaking and carrying out technical work connected with research and the application of concepts and operational methods in the fields of physical sciences, including engineering and technology; life sciences, including the medical profession; and the social sciences and humanities. Tasks also include: teaching children at primary and pre-primary levels; teaching and educating handicapped persons; initiating and carrying out various technical services related to trade, finance, administration, including administration of a number of government laws and regulations, and to social work; providing artistic and sports entertainment; and executing some religious tasks. Supervision of other workers may be included.*

**Artisans**

An artisan is a skilled workman or craftsman.

ISCO-88 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 which 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.*





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*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; making precision instruments, jewellery, 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.*

**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/recognised university or college or have obtained a professional, technical or vocational qualification which 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 / '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.

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### ACQUIRING A SKILLS CERTIFICATE

In attempting to move as a skilled CARICOM National the following administrative arrangements and procedures should be pursued.

- 1. Apply for and Obtain a Certificate of Recognition of CARICOM Skills Qualification**

A CARICOM National who wishes to seek work in another Member State as a wage earner must apply for and obtain a CARICOM Certificate of Recognition of Skills Qualifications (CARICOM Skills Certificate) from the designated Minister in either his/her home country or from the host country.



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Certificate No. \_\_\_\_\_

**SCHEDULE II**  
(Sections 4, 5, 6, 7, 10, 11, 16)

**IMMIGRATION  
 (CARIBBEAN COMMUNITY SKILLED NATIONALS)  
 ACT, 64 OF  
 1997**

**C. STATE OF RECOGNITION OF  
 CARIBBEAN COMMUNITY SKILLS QUALIFICATION**

**PHOTOGRAPH**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation/Profession: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Marital Status: \_\_\_\_\_

I, the undersigned, have applied to the Government of Grenada for a Certificate of Recognition of Caribbean Community Skills Qualification, in reliance on the qualifications set out below, and has satisfied the Minister that the conditions laid down in the Immigration (Caribbean Community Skilled Nationals) Act, 1997 for the grant of a Certificate of Recognition of Caribbean Community Skills Qualification have been fulfilled:

NOW THEREFORE, the Minister, in exercise of the powers conferred upon him by the said Act, grants to the said \_\_\_\_\_ this Certificate of Recognition of Caribbean Community Skills Qualification.

IN WITNESS WHEREOF, I have hereto subscribed my name \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Minister of Immigration and Export Development  
 Kingstown  
 St. Vincent and the Grenadines W.I.

The procedure to obtain a Skills Certificate is detailed in the domestic laws of Member States, which were enacted with the specific purpose of implementing the Free Movement of Skills. These laws are generally known as the Caribbean Community Skilled Nationals Acts.

This Certificate will provide Immigration Officials with proof that the person who is seeking to enter another Member State belongs to the approved categories.

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## Free Movement of Skills Department/Desk

In order to receive applications of CARICOM Nationals for free movement or to execute verifications, the Competent Authority must assign a Department/Desk with the responsibility to administer the application process. The identified Department/Desk must be the only Department/Desk authorized to receive applications and supporting documents from interested CARICOM Nationals.

This Department/Desk will act as the Secretariat of the Free Movement Committee and consult with the Chairman on an ongoing basis. It will also be responsible for the submission every quarter, of up-to-date statistical information to the CSME Unit of the CARICOM Secretariat.

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 Skills Certificate.

### **Information to be provided by Graduates, Artistes, Musicians, Media Workers, Teachers, Artisans, Nurses, Holders of Associate Degrees and Sportspersons to Support their Applications**

In order to facilitate the application for Free Movement of Skills, these categories will have to produce the following information as required:

- 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



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applicant is registered in a particular field of art, music, sports, media work or as a nurse

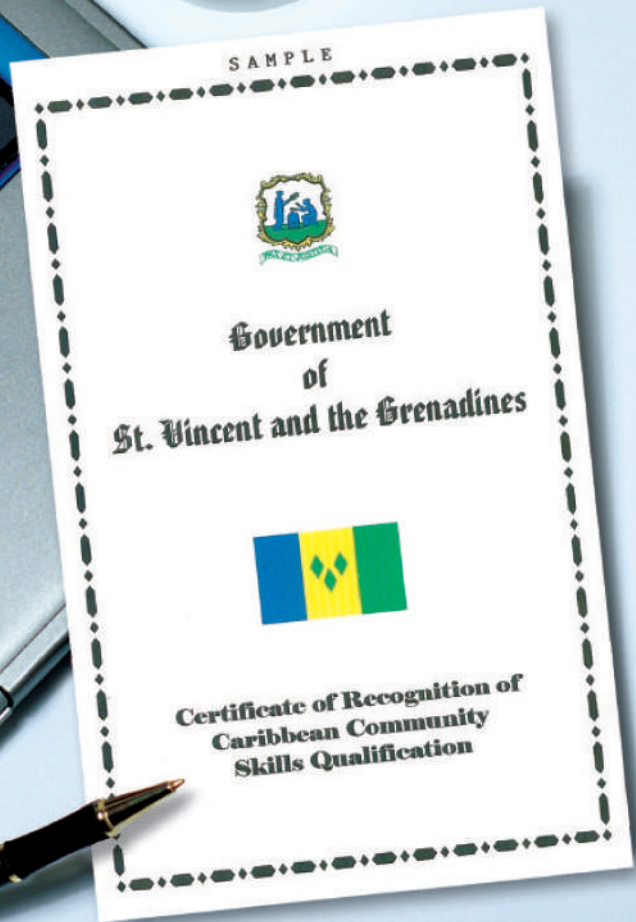
- Copies of relevant qualifications in the field of art, music, sports, teacher education or media work. Copies of a Caribbean Vocational Qualification (CVQ) or an Associate Degree
- Letters from previous employers which clearly state the functions the applicant was performing while in their employ

#### ***All applicants should also provide:***

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

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**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 Policy.

The main responsibilities include-

- authority to sign or stamp the Certificate of Recognition of CARICOM Skills Qualification when a CARICOM National is eligible for Free Movement of Skills

Each Member State participating in the CSME decides which Ministry is responsible for Free Movement of Skills. Persons who are planning to move must contact the following designated Ministries for information:

|                |  |
|----------------|--|
| <p>Antigua</p> | <p><b>Ministry responsible for Labour</b></p> <p>Ministry of Labour, Public Administration and Empowerment<br/>         Nevis Street and Friendly Alley<br/>         St. John's<br/>         Antigua<br/>         Tel: 268-462-3331<br/>         268-462-4988<br/>         Fax: 268-462-1595<br/>         Email: labour@mail.ab.gov.ag</p> |
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| Barbados | <p><b>Barbados Accreditation Council</b></p> <p>Barbados Accreditation Council<br/>         123 A&amp;B Plaza Centrale<br/>         Roebuck Street<br/>         Bridgetown, Barbados<br/>         BB11080<br/>         Tel: 246-436-9094<br/>         246-429-9111<br/>         Fax: 246-429-9233<br/>         Email: info@bac.gov.bb</p> |
| Belize   | <p><b>Ministry responsible for Immigration /<br/>         Immigration Department</b></p> <p>Ministry of National Security<br/>         Curl Thompson Building<br/>         Belmopan City<br/>         Belize<br/>         Tel: 501-822-2225<br/>         Fax: 501-822-0372<br/>         Email: minofnatsec@mns.gov.bz</p>                 |
| Dominica | <p><b>Ministry responsible for Immigration</b></p> <p>Ministry of National Security, Immigration and Labour<br/>         6th Floor<br/>         Financial Centre<br/>         Kennedy<br/>         Roseau<br/>         Dominica<br/>         Tel: 767-266-5189<br/>         Fax: 767-448-6204<br/>         Email: dompol@cwdom.dm</p>     |





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| <p>Grenada</p> | <p><b>Ministry responsible for Caribbean Community Affairs</b></p> <p>Ministry of Foreign Affairs and Tourism<br/>         Ministerial Complex<br/>         Botanical Gardens<br/>         St. George's<br/>         Grenada<br/>         Tel: 473-440-2640<br/>         473-440-2712<br/>         Fax: 473-440-4184<br/>         Email: <a href="mailto:foreignaffairs@gov.gd">foreignaffairs@gov.gd</a></p> |
| <p>Guyana</p>  | <p><b>Ministry responsible for Caribbean Community Affairs</b></p> <p>Ministry of Foreign Affairs<br/>         254 Takuba Lodge<br/>         South Road and New Garden Street<br/>         Georgetown<br/>         Guyana<br/>         Tel: 592-226-1600-9<br/>         Fax: 592-225-9192<br/>         Email: <a href="mailto:minfor@guyana.net.gy">minfor@guyana.net.gy</a></p>                              |
| <p>Jamaica</p> | <p><b>Ministry responsible for Labour</b></p> <p>Ministry of Labour and Social Security<br/>         1F North Street<br/>         Kingston<br/>         Jamaica<br/>         Tel: 876-922-9500-14<br/>         Fax: 876-922-6902<br/>         Email: <a href="mailto:suzkat@yahoo.com">suzkat@yahoo.com</a></p>   |

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| <p>St. Kitts and Nevis</p> | <p><b>Ministry responsible for National Security and Immigration</b></p> <p>Ministry of International Trade, Industry and Commerce<br/>       Church Street<br/>       Basseterre<br/>       St. Kitts and Nevis<br/>       Tel: 869-465-2521<br/>       869-461-1096<br/>       Fax: 869-456-1778<br/>       Email: <a href="mailto:foreigntrade@gov.kn">foreigntrade@gov.kn</a></p>                                  |
| <p>Saint Lucia</p>         | <p><b>Ministry responsible for Caribbean Community Affairs</b></p> <p>Ministry of Trade, Industry, Commerce, Consumer Affairs and Investment<br/>       Heraldine Rock Building<br/>       4th Floor<br/>       The Waterfront<br/>       Castries<br/>       Saint Lucia<br/>       Tel: 758-468-4203<br/>       Fax: 758-469-7347<br/>       Email: <a href="mailto:pscommerce@candw.lc">pscommerce@candw.lc</a></p> |



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• Antigua & Barbuda • The Bahamas • Barbados

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|---------------------------------------|---|
| <p>St. Vincent and the Grenadines</p> | <p><b>Ministry responsible for Immigration</b></p> <p>Ministry of National Security<br/>         Administrative Building<br/>         Bay Street<br/>         Kingstown<br/>         St. Vincent and the Grenadines<br/>         Tel: 784-450-0364<br/>         Fax: 784-457-2152<br/>         Email: pmosvgy@caribsurf.com</p>   |
| <p>Suriname</p>                       | <p><b>Ministry responsible for Labour</b></p> <p>Ministry of Labour, Technological Development and Environment<br/>         Wagenwegstraat 22<br/>         Paramaribo<br/>         Suriname<br/>         Tel: 597-476-540<br/>         Fax: 597- 471-940<br/>         Email: atm@atm.sr.org</p>   |
| <p>Trinidad and Tobago</p>            | <p><b>Ministry responsible for Caribbean Community Affairs</b></p> <p>Ministry of Foreign Affairs and Foreign Trade<br/>         26-32 Edward Street<br/>         Sunjet House<br/>         Port-of-Spain,<br/>         Trinidad and Tobago<br/>         Tel: 868-624-4144<br/>         868-627-1380<br/>         Fax: 868-623-2170<br/>         Email: info@csmett.com</p> |

• Barbados • The Bahamas • Barbados • Belize

• Dominica • Grenada • Guyana • Haiti • Jamaica

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## FREE MOVEMENT OF SKILLS/LABOUR

### Free Movement Committee

The Competent Authority must establish a Free Movement Committee whose main responsibilities are to:

- review applications for Free Movement of Skills;
- verify whether a person is indeed an eligible “Skilled CARICOM National”,
- advise the Competent Authority to approve or disapprove free movement accordingly.





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The Free Movement Committee consists of representatives of relevant Ministries, such as Ministries of Labour, Education, Immigration/ National Security, Foreign Affairs, Culture and Trade.

The Chairperson of this Committee is:

- the representative of the Competent Authority
- responsible for calling meetings of Members, at least once a month with the specific purpose of reviewing all applications received for Free Movement of Skills or undertaking the necessary verification
- responsible for circulating of applications received or requests for verification 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.

#### **Recognition of Qualifications**

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

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### **National Accreditation Bodies**

#### **Barbados Accreditation Council**

123 A&B Plaza Centrale  
Roebuck Street  
Bridgetown, Barbados  
BB11080  
Tel: 246-436-9094  
246-429-9111  
Fax: 246-429-9233  
Email: [info@bac.gov.bb](mailto:info@bac.gov.bb)

#### **University Council of Jamaica**

6B Oxford Road  
Kingston 5  
Jamaica  
Tel: 876-929-7299  
876-906-8012  
Fax: 876-929-7312  
Email: [ucj@cwjamaica.com](mailto:ucj@cwjamaica.com)

#### **Accreditation Council of Trinidad and Tobago**

Level 3  
Building B  
ALGICO Plaza  
91-93 St. Vincent Street  
Port-of-Spain  
Trinidad  
Tel: 868-623-8620  
868-623-5282  
868-623-7340  
Fax: 868-624-5711  
Email: [info@actt.org.tt](mailto:info@actt.org.tt)



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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 is an advisory body and not the body responsible for the implementation of the Free Movement of Skills; for policy or 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 definite or indefinite duration, depending on the origin of the Certificate of Recognition of CARICOM Skills Qualification presented.

When the Certificate is issued by the designated Minister of the home country or by another Member State, CARICOM Nationals will be granted entry for six months, during which period they must have their qualifications verified by the designated Minister of the host country.

CARICOM Nationals will be allowed indefinite entry when the Certificate is issued by the designated Minister of the host country or when the designated Minister indicates, after verification of the qualifications, that the person is indeed a Skilled CARICOM National.

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## FREE MOVEMENT OF SKILLS/LABOUR

### 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. 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 Skills Certificate the Immigration Officer would grant the usual period of stay for visitors.

- In the case of definite entry, the stamp should read:

“FREE MOVEMENT DEFINITE ENTRY – RIGHT TO WORK – VERIFICATION REQUIRED”.

- In the case of the indefinite entry, the stamp may read –

“FREE MOVEMENT INDEFINITE ENTRY – RIGHT TO WORK”.

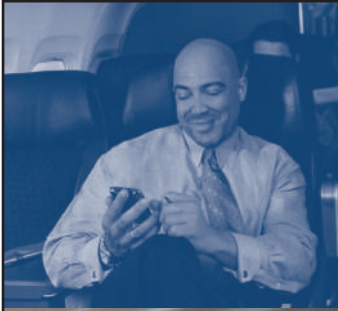
Immigration Officials should indicate to a CARICOM National who is entering with a Skills Certificate issued by another Member State that verification is required within the period of six months. In addition they should provide the recipient of definite entry status with relevant information to complete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

### 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 Organisation. He/She is entitled to the same benefits as nationals of the host country.

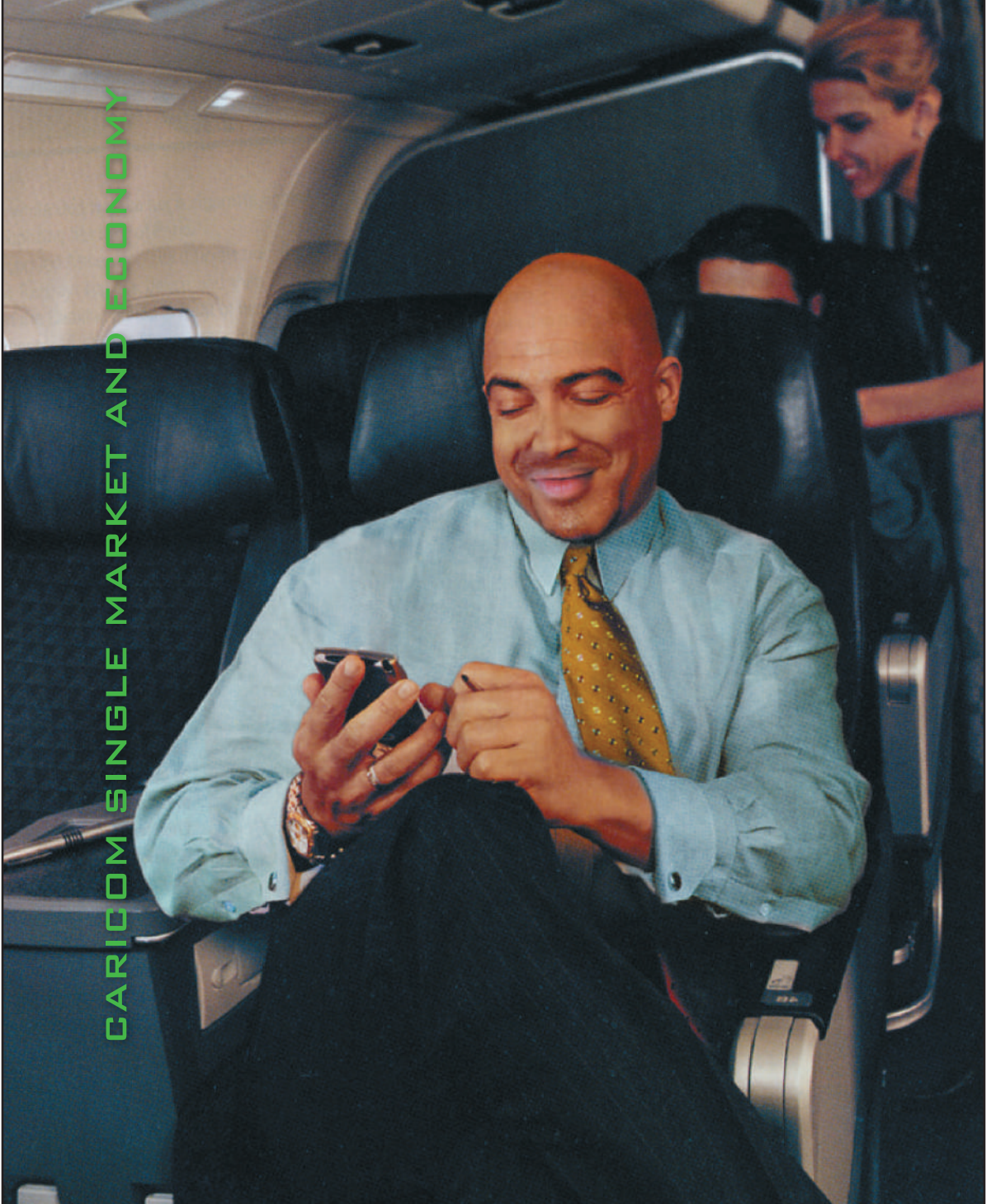
The CARICOM Agreement on Social Security came into effect on April 1st, 1997. It protects all entitlements to long term benefits by providing





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for the totaling of all the contributions which were paid to the respective Social Security Organisations in the Member States, where a national previously worked. Suriname is the exception since it does not have a comparable social security system.

### **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.

## **2 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 move managerial, technical and supervisory staff from one CSME Member state to another.



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

- the right of establishment and
- the provision of services

## 2.1 RIGHT OF ESTABLISHMENT

CARICOM Nationals have the right to work as self-employed persons in the CSME and thus can move to another Member State to establish a business on an indefinite basis. 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.

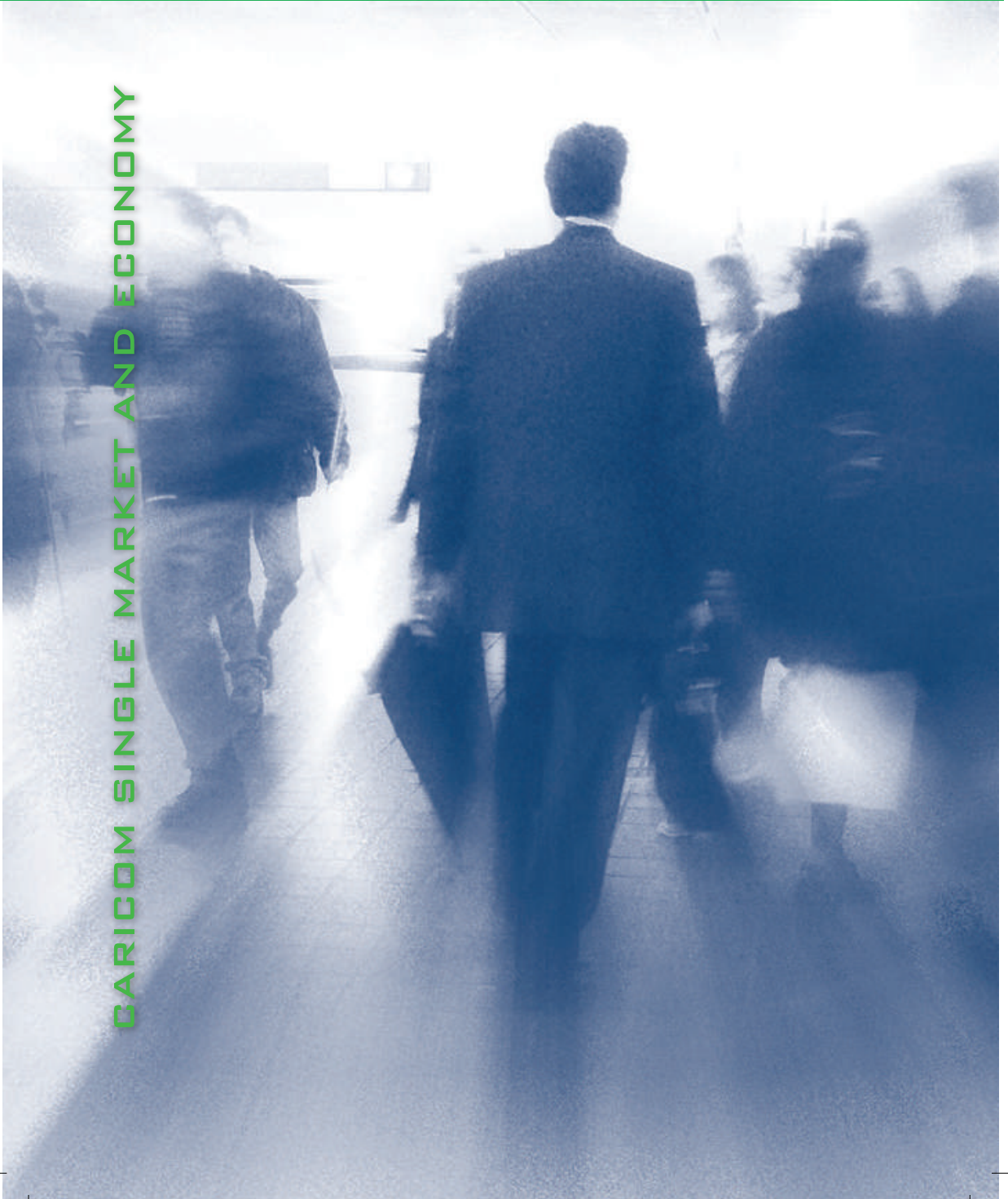
### **Letter of Request for Free Movement of Managerial, Supervisory and Technical Staff**

A **self-employed person** or a Company (**that is the employer**) 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 Free Movement Committee will consider these requests on behalf of the Competent Authority and will inform the employer about the

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outcome. Managerial, supervisory and technical staff do not have the right to free movement, so no Certificate will be issued, but the employer will receive a letter stating that their free movement has been approved and that their 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 must designate a Competent Authority for Right of Establishment. After entry has been granted the CARICOM National must submit to the Competent Authority, relevant proof of legitimacy, such as;

- Police Certificate,
- 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

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## FREE MOVEMENT OF SKILLS/LABOUR

Immigration Department. If the business is established within the 6 month period then the CARICOM National must report to the Immigration Department to further regularize his / her stay with the following document:

### **Indefinite Stay**

Immigration will grant the CARICOM National an indefinite stay.

Member States will determine through the national mechanisms which 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 Rights 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 undertaken 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 –



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- (i) Right of Establishment – Definite Entry of 6 Months;
- (ii) Right of Establishment – Extension; and
- (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.



### **Rights of Spouse and Immediate Dependent Members of the Family**

Spouses and immediate dependent family members currently have the following rights;

- the right 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.

### **Irrevocability of Permission or Refusal to Enter**

The permission to enter shall be irrevocable, except for cause and by a procedure which would render at least a member of some category of citizens of the host country liable to deportation, extradition or other form of expulsion.

A Member State can refuse a qualified CARICOM National entry into its territory if there are sufficient grounds to believe that the CARICOM National will pose a serious threat to public order, public health, and public security.

## **2.2 PROVISION OF SERVICES**

CARICOM Nationals also have the right to work as self-employed persons in order to provide services against remuneration other than wages in any approved sector. This is generally referred to as provision of services, meaning the supply of services:

- from the territory of one Member State into the territory of another Member State (persons do not move);





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- 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 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.



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**Procedure for registration as a Temporary Service Provider**

CARICOM Nationals who wish to move from one CARICOM Member State to another in order to provide services on a temporary basis will be required to 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.

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| <p>Antigua and Barbuda</p> | <p>Ministry of Finance and the Economy<br/>                 P. O. Box 1550<br/>                 Redcliffe Street<br/>                 St. John's<br/>                 Antigua<br/>                 Tel: 268-462-1532<br/>                 Fax: 268-462-1625<br/>                 Email: trade@antigua.gov.ag</p>                 |
| <p>Barbados</p>            | <p>Barbados Coalition of Service Industries<br/>                 14 Pine Plantation Road<br/>                 St. Michael<br/>                 Barbados<br/>                 Tel: 246-429-5357<br/>                 Mobile 246-234-2307<br/>                 Fax: 246-429-5352<br/>                 E-mail: info@bcsi.org.bb</p> |



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| <p>Belize</p>   | <p>Ministry of Foreign Trade<br/>         2nd Floor Sir Edney Cain Building<br/>         Belmopan City<br/>         Cayo District<br/>         Belize<br/>         Tel: 501-822-2832<br/>         501-822-2833<br/>         Fax: 501-822-2837<br/>         Email: <a href="mailto:foreigntrade@btl.net">foreigntrade@btl.net</a></p>   |
| <p>Dominica</p> | <p>Ministry of Foreign Affairs, Trade and Marketing<br/>         Government Headquarters<br/>         Kennedy Avenue<br/>         Roseau,<br/>         Dominica<br/>         Tel: 1-767-266-3510<br/>         1-767-448-2401<br/>         Fax: 1-767-448-5200<br/>         Email: <a href="mailto:foreigntrade@cwdom.dm">foreigntrade@cwdom.dm</a><br/> <a href="mailto:tradeofficerfatm@cwdom.dm">tradeofficerfatm@cwdom.dm</a></p> |
| <p>Grenada</p>  | <p>Ministry of Foreign Affairs and Tourism<br/>         Ministerial Complex<br/>         Botanical Gardens<br/>         St. George's<br/>         Grenada<br/>         Tel: 473-440-2640<br/>         473-440-2712<br/>         Fax: 473-440-4184<br/>         Email: <a href="mailto:foreignaffairs@gov.gd">foreignaffairs@gov.gd</a></p>   |

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| Guyana              | Ministry of Foreign Affairs<br>254 Takuba Lodge<br>South Road and New Garden Street<br>Georgetown<br>Guyana<br>Tel: 592-226-1600-9<br>Fax: 592-225-9192<br>Email: minfor@guyana.net.gy                  |
| Jamaica             | Ministry of Labour and Social Security<br>1F North Street<br>Kingston<br>Jamaica<br>Tel: 876-922-9500-14<br>Fax: 876-922-6902<br>Email: suzkat@yahoo.com  |
| St. Kitts and Nevis | Ministry of International Trade, Industry<br>and Commerce<br>Church Street<br>Basseterre<br>St. Kitts and Nevis<br>Tel: 869-465-2521<br>869-461-1096<br>Fax: 869-456-1778<br>Email: foreigntrade@gov.kn |



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| <p>Saint Lucia</p>                                 | <p>Ministry of Trade, Industry, Commerce,<br/>         Consumer Affairs and Investment<br/>         Heraldine Rock Building<br/>         4th Floor<br/>         The Waterfront<br/>         Castries<br/>         Saint Lucia<br/>         Tel: 758-468-4203<br/>         Fax: 758-469-7347<br/>         Email: pscommerce@candw.lc</p>  |
| <p>St. Vincent and<br/>         the Grenadines</p> | <p>Ministry of National Security<br/>         Administrative Building<br/>         Bay Street<br/>         Kingstown<br/>         St. Vincent and the Grenadines<br/>         Tel: 784-450-0364<br/>         Fax: 784-457-2152<br/>         Email: pmosvg@caribsurf.com</p>  |
| <p>Suriname</p>                                    | <p>Ministry of Trade and Industry,<br/>         International Economic Relations<br/>         Division<br/>         Haveniaan Noord<br/>         P. O. Box 557<br/>         Paramaribo<br/>         Suriname<br/>         Tel: 597-402-339<br/>         597-404-074<br/>         Fax: 597-402-602<br/>         Email: iwanya@hotmail.com<br/>         wanya.illes@minhi.sr</p> |

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| Trinidad and Tobago | Trinidad and Tobago Coalition of Service Industries<br>211E Belmont Circular Road<br>Belmont<br>Trinidad and Tobago<br>Tel: 868-621-1441<br>Fax: 868-621-0386<br>Email: info@ttcsi.org |
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**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.



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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 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 automatic extension must be requested from the Immigration Department.

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:

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- 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.







Skills/Labour • Free Movement of  
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 Skills/Labour • Free Movement of

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)

# Skills/Labour • Free Movement of Skills/Labour • Free Movement of Skills/Labour • Free Mover Skills/Labour • Free Movement of Skills/Labour • Free Movement of Skills/Labour • Free Mover Skills/Labour • Free Movement of Skills/Labour

## FREE MOVEMENT OF SKILLS/LABOUR

### **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 which 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.



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## PART TWO: HASSLE FREE 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 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
- the definite entry for six (6) months irrespective of purpose of visit


### ABOLITION OF VISAS

Member States have abolished the requirement for visas for CARICOM Nationals traveling to their respective countries. A CARICOM National should therefore be free to travel throughout the Community.

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 • Free Movement of Skills/Labour • Free Mover  
 Skills/Labour • Free Movement of Skills/Labour  
 • Free Movement of Skills/Labour • Free Mover  
 Skills/Labour • Free Movement of Skills/Labour

FREE MOVEMENT OF SKILLS/LABOUR

**THE COMMON ED CARD**

|  |   |   |
|--|---|---|
| COAT<br>OF<br>ARMS   | WELCOME TO COUNTRY<br>IMMIGRATION/CUSTOM FORM |    |
| COMPLETE SECTIONS A, B & C OF THIS CARD<br>PLEASE PRINT USING BLACK OR BLUE INK  |   | 1584333   |
| ARRIVAL RECORD (A)   |   |   |
| 1. Flight#/Vessel  |   | 2. Boarded At   |
| 3. Last Name   |   |   |
| 4. First Name  |   | 5. Middle Name  |
| 6. Date of Birth   |   | 7. Country Of Birth   |
| Day      Mth      Year<br>8 Sex: <input type="checkbox"/> M <input type="checkbox"/> F   |   | 9. Marital Status:<br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other   |
| 10. Occupation   |   |   |
| 11. Passport   |   | 11a. Date of Issue  |
|  |   | Day      Mth      Year  |
| 12. Country Of Issue   |   |   |
| 13. Home Address (Street Address/Apt#)   |   |   |
| 14. City/Town  |   | 14a. State/Province   |
| 15. Zip/Postal Code  |   | 16. Country   |
| 17. Countries visited during the last six (6) weeks  |   |   |
| 18. Intended Address in country  |   |   |
| 19. City/Town/Parish   |   |   |
| 20. Length of stay   |   | Length of stay in barbados  |
| <input type="checkbox"/> abroad (resident)   |   | <input type="checkbox"/> (visitor)  |
| 21. Purpose of Visit (Visitors only)   |   | 22. Accommodation   |
| <input type="checkbox"/> Vacation <input type="checkbox"/> Study<br><input type="checkbox"/> Business <input type="checkbox"/> Meeting<br><input type="checkbox"/> Visiting Friends/Relatives <input type="checkbox"/> Convention<br><input type="checkbox"/> Honeymoon/Wedding <input type="checkbox"/> Sport<br><input type="checkbox"/> Other (specify) _____ |   | <input type="checkbox"/> Hotel <input type="checkbox"/> Bed & Breakfast<br><input type="checkbox"/> Guesthouse <input type="checkbox"/> Other (Specify) _____<br><input type="checkbox"/> Private Home<br><input type="checkbox"/> Apt/Villa<br><input type="checkbox"/> Dive/Eco Lodge |
| Signature _____  |   | Date _____  |
|  |   |   |
| Please retain Departure record for presentation upon departure   |   |   |
| DEPARTURE RECORD (B)   |   | 1584333   |
| 1. Flight#/Vessel  |   | 2. Port Of Final Destination  |
| 3. Last Name   |   |   |
| 4. First Name  |   | 5. Middle Name  |
| 6. Date of Birth   |   | 7. Sex:   |
| Day      Mth      Year   |   | M    F <input type="checkbox"/>   |
| 8. Passport #  |   |   |
| 9. Nationality   |   | 10. Country of Birth  |
| Signature _____  |   | Date _____  |



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CARICOM SINGLE MARKET AND ECONOMY

## 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 have agreed to the issuance of a CARICOM passport by Member States as a defining symbol of regionalism.

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

# Skills/Labour • Free Movement of Skills/Labour • Free Movement of Skills/Labour • Free Mover Skills/Labour • Free Movement of Skills/Labour • Free Movement of Skills/Labour • Free Mover Skills/Labour • Free Movement of Skills/Labour

## FREE MOVEMENT OF SKILLS/LABOUR

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.

Ten Member States have already issued the CARICOM Passport. These states are Antigua and Barbuda, Barbados, Dominica, Grenada, Guyana, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

The expectation is that all Member States participating in the CSME will introduce the CARICOM Passport when the stocks of their old passport are depleted.







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