

Employment and Youth Affairs.

Contact details relevant agencies:

Department of Work Permit Aliens (Ministry of AW&J).

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Paramaribo, Suriname

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Directorate Labor Market

Department of Work Permit Aliens

(Headquarters)

Mr. Eduard Brumastraat 52-54

Telefoonnummers: 472920/(597)8536290

E-mail: werkvergarbeid@gmail.com

Division of Budget and Financial Affairs (Ministry of AW&J)

Wagenwegstraat 47A

Phone : 471126 / 475241 tst 235

Email: bfz@atm.gov.sr

Deputy Directorate of Immigration Affairs (Ministry of Justice and Police)

Address: Verlengde Keizerstraat no 7

Telephone: 427197 (Central)

Central Bank of Suriname

Address: Waterkant 20

Telephone: 473731 and 474788

Fax: 476444

Please read the leaflet carefully and in accordance with the instructions.

in order. For clarifications or information please call at the phone numbers: 472920/(597)8536290

Thank You

How long will it take to process the application?

According to the law, a decision will be made within 30 days of submission regarding on whether or not to approve the application. If special circumstances occur, the processing of the application may be extended for another 30 days.

What is considered when evaluating a work permit application?

When assessing the work permit application, consideration is given to:

The availability of Surinamese workers to fill the

The availability of Surinamese workers to fill the position/exercise the profession to which the work permit application relates;

The duration of the foreign national's residence/settlement in Suriname;

The degree of integration of the foreign national in Suriname;

The extent to which the foreign national meets the requirements for filling the position to which the work permit application relates. Work permit

What if the work permit application is not granted?

In case the work permit application is not granted, the employer and the foreign national have the opportunity, within 30 days of being notified of the decision of the Director of Labor, to appeal it to the Minister of Labor, Employment and Youth Affairs.

The deposit slip must include the description "WORK PERMISSION FEMALE GOUDSECTOR, OLIESECTOR OR HOUTSECTOR and the correct name of the employer/company and the name of the alien.

The fee of USD 100, - (the equivalent value in Surinamese Dollars) should be deposited on the following accounts:

DSB Bank account no.: 184 - 4784 / 901 - 0904

VCB Bank account no.: 1225 - 60090

Hakrinbank account no.: 920 - 2536

The deposit slip should mention the description "WORK PERMISSION FEMALE DUTY" and the correct name of the employer/company and the name of the alien.

Note: No refunds are possible from the above charges. Therefore, always make sure to have the documents first be checked by the Foreigner Work Permit Department before you deposit the above-mentioned fees.

4. A valid residence permit of the foreigner which must have a minimum validity of 2 months or the proof of application for a residence permit (the VZ strip)

issued by the Ministry of Justice and Police (Immigration Department);

5. A photocopy of the alien's passport with a minimum validity period of 4 months.

The originals of the documents mentioned in points 4 and 5 must also be submitted for inspection. for inspection. These will be returned immediately after inspection.

6. A statement from the employer indicating

What the opening hours of the company are;

the foreign national's working hours and date of commencement of employment;

which (partial) tasks the foreign national will perform;

why the work to which the application relates will be performed by a foreigner (and not a not a Surinamese) and

What the job requirements are.

7. Documents from which it can be verified that the company operates legally (e.g.

Business license and extract KKF, statutes, etc.).

8. Documents showing that the foreign national meets the requirements for the position/profession (e.g., diplomas obtained, certificates of the foreign national and curriculum vitae). These should be in the Dutch or English language. Diplomas and certificates translated into Dutch or English must should be legalized.

At the request of the officer in charge of the investigation, documents other than those mentioned above, but which are of importance for the assessment of the application, may be requested

Who needs a work permit?

Any employer who wishes to employ a worker of a nationality other than Surinamese (a foreigner) wishes to employ must be in possession of a work permit. A

work permit is granted by the Director of Labor.

When is a work permit not required?

When an employer wants to employ a foreign national who belongs to one of the following categories wants to employ:

- Foreigner married to a Surinamese/Surinamese;
- Remigrate of Surinamese origin;
- Foreigner with refugee status;
- Foreigner who will be employed as a country servant;
- Foreigner with the status of Caricom capable citizen;
- . Aliens with a PSA card do NOT need a work permit.

Who makes the work permit application?

The work permit application may be submitted by:

The employer or.

A representative of the employer with a letter of authorization (other than the foreign national).

Where and how does the employer apply for a work permit?

The application for a work permit is made to the Ministry of Labor, Employment and Youth Affairs (AWJ) , Department of Work Permit Aliens .

What are the documents to be submitted?

1. A fully completed and signed by the employer and foreign national work permit application form. The application form can be obtained from the Department of Work Permit Aliens through the email address "werkvergarbeid@gmail.com " and through the website www.gov.sr/kabinetten-ministeries/arbeid,-technologische-ontwikkeling-en-milieu.aspx;

Submit authorization:

- . The person who signs the work permit application with the exception of director/owner;
- . The person who submits the application excluding director/owner.

Submit photocopy of ID:

- . The one who signs the application;
- . The one who submits the application;

2. A recent passport photograph of the alien;

3. Proof of deposit of the fee for the application for a work permit which:

- USD 500.- (or the equivalent in Surinamese dollars) per application, in case it concerns the employment of a foreigner in the gold sector, the oil sector or the timber sector.

-USD 100.- (or the equivalent in Surinamese Dollars) per application for the benefit of the other sectors.

The levy of USD 500.- in aforementioned sectors should be deposited at the Central

Bank of Suriname into the following accounts:

SRD Rek. no : 0313100 - 001 - 002 - 968

USD Rek. no : 0313100 - 001 - 008 - 840