HEPSS APPLICATION SUBMISSION CHECKLIST

Important Notice
Applications will not be processed until the non-refundable application fee has been paid and all required supporting documentation has been received.
Please use this checklist to ensure that your submission is complete. Incomplete applications may result in delays in processing. Applications should be submitted by email to fcd.hepssapplications@financecentre.gov.gi

1. Application Documents

Forms & Fees	**Submitted (tick as appropriate)**
Application Fee (£1,264 – non-refundable)	
Completed Application Form	
Cover Letter including the following:	
A concise overview of the employing company's activities	
A summary of the employee's skill set	
Details on the employee's annual salary and total expected remuneration, including bonuses	
Current number of employees in the company and any known future hiring plans	
Current number of HEPSS employees and projected future requirements	
An organisational chart showing the employee's position and reporting lines within the Company	
Supporting Documentation	
Bank Letter (confirming date of bank account opening)	
Character Reference	
Curriculum Vitae (C.V.)	
Passport copy	
Employment Details	
Proof of emoluments (ETB Notice of Terms of Engagement and employment contract)	
Confirmation of previous employment in Gibraltar	
Accommodation Requirements	
Residential Accommodation Approval Form	
Rental Agreement or Property Deeds	
Family Information	
Name and relationship to applicant	
Children - Age and confirmation of public/private schooling	

Additional information	
Declaration of shareholding in the employing company	
Confirmation of current or previous Gibraltar Red ID Card	