Trusted Partner Initiative

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What is the Trusted Partner Initiative?

• APJ 2015 (Action 27)

• New Form of Registration for applicants for employment permits.

• Open to those who will make an offer of employment/employers/connected persons to a non-EEA national who fits the EP criteria

• Open to EEA contractors.

• Aims to streamline the application process and reduce administrative burden for applicants.
Legislative basis

• Employment Permits (Trusted Partner) Regulations 2015 (S.I No. 172 of 2015).

• Regulations set out the application process

• Prescribe the application forms and set out the documentation to be provided for Trusted Partner Registration.
Legislative basis

• Shorter application forms are prescribed

• The documentation to be provided by a Trusted Partner when applying for employment permits.

• All of the requirements in the main Employment Permits Regulations apply e.g.
  • Eligible and ineligible jobs
  • Remuneration thresholds, etc.
Benefits

• Fast turnaround of Trusted Partner applications.

• Status valid for 2 years.

• No fee for Trusted Partner Registration.

• Shortened employment permit application form and reduced paperwork for every EP application applied for under the Initiative.

• Faster turnaround of Trusted Partner EP applications.
Benefits

• At Trusted Partner Registration stage applicants can provide information and details *ONCE* on:
  
  • Business details, registrations, contacts and locations,
  • connections with Foreign Employers for the purposes of future Intra-company Transfer Employment Permits, and
  • Contract Service Agreements in place with Irish clients for the purpose of future Contract for Services Employment Permits.

• Can nominate an agent to deal with future employment permit applications.
Who can apply?

• Aims to facilitate frequent users of the employment permits system.

• Open to existing users of the system and new start up companies who may have a need to use the system in the future.
How to apply

• Complete Trusted Partner Registration New Application form.
• Nominate contact person within company to deal with queries.
• Attach copy of P30 filed with Revenue in the last 3 months.
• Attach copy of confirmation of Charitable status with Revenue if requesting waiver of fees in future employment permit applications.
• Attach documentary evidence of connections with foreign employers for the purposes of future Intra-Company Transfer EP applications.
How to apply

• In the case of an EEA contractor, attach documentary evidence of contract service agreements in place with Irish clients (Relevant Persons) for the purpose of future Contract for Services EP applications.

• Company Secretary/ Person of process or Person of compliance/owner of the company signs declarations e.g.:
  • declarations normally included in an employment permit application,
  • obligation by Trusted Partner to notify the Department of any changes to company details / locations, connections with foreign employers, contract service agreements, contact person, and Nominated Agent (if applicable).
Trusted Partner Status

• Successful Trusted Partner applicants will be notified in writing and will be assigned a:

  **Trusted Partner Registration Number (TPRN)**

• The Trusted Partner Registration Number must be kept secure at all times and all reasonable steps be taken to ensure no misuse.

• Trusted Partner may still be inspected by the National Employment Rights Authority.
Trusted Partner Employment Permits applications

- The Trusted Partner must be the applicant for any employment permit applications submitted under the Initiative.
- Trusted Partner Registration Number must be quoted on all employment permit applications submitted.
- Open to all employment permit application types
- NOTE: Contract for Services Employment Permit applications - may only be submitted from an EEA contractor.
Trusted Partner Employment Permits applications

- No requirement for Trusted Partner employment permit application forms to be signed by the Trusted Partner.

- Nominated agent may act on their behalf.

- All Trusted Partner Employment Permit applications must meet the normal criteria for Employment Permits.
Renewal

• Trusted Partner will be prompted two months in advance to renew their registration.

• If it is not renewed before the expiry date, Trusted Partner status will revert to standard employer and regular Employment Permit application forms have to be used.

• The Person may apply for Trusted Partner status at a future date.
Questions and Answers