



Rialtas na hÉireann  
Government of Ireland

# Trusted Partner Registration Checklist

Prepared by Employment Permits  
Department of Business Enterprise and Innovation

The objective of the Trusted Partner initiative is to ease the administrative burden on employers/connected persons/EEA contractors in expansion mode/start-ups and high volume users of the employment permits regime. There is no fee to register for Trusted Partner status and once granted it is valid for 2 years. A Trusted partner employer will have reduced paperwork for permit applications and a faster turnaround in processing permit applications.

If you expect to become a regular user of the employment permits system you should provide a business case outlining the reasons why your company will become a regular user in the near future, for example upcoming expansion of your business; an expected increase to your workforce or a schedule of recruitment of new employees, a number of whom may be foreign nationals, etc. Supporting documentation provided by an enterprise agency may also be taken into account.

To make an application online please log onto <https://epos.djei.ie> but please read this document in full before beginning your application. Whilst making the application you might find it useful to refer to our User Guide which can assist you step-by-step through the process. The User Guide is available here -<https://epos.djei.ie/EPOSONlinePortal/UserGuide.pdf>

When you submit an online application for Trusted Partner Registration you must also ensure to submit a hard copy of the Trusted Partner Registration application with original signatures to this office by post. If the Original hard copy application form with appropriate signatures is not received within 10 working days of making the online application it will be rejected.

Below is a checklist of the information required to apply for a Trusted Partner Registration.

## Employer Details

- Employer Registered Number and Company Name Registered Number and Business Name Registered Number.
- Registered Name of Company/Business and Trading Name (if different) and Company/Business Registered Address.
- Type of Company (Sole Trader, Limited etc.).
- If the Employer is a Charity provide your Charity Number.
- Nature of Business (Manufacturing, Software etc.).
- Number of EEA and/or Swiss Nationals (including Irish) currently in your employment
- Number of non-EEA Nationals currently in your employment.
- Name and address of all Directors and Secretary of the Company.
- Name, position in company, telephone number and e-mail address for contact person.
- Provide the Name and address of all other business locations in Ireland operating under the Employer's Registered Number.

## Details of Connections between the Connected Person and Foreign Employers

For the purpose of future Intra-Company Transfer Employment Permit applications you should provide the following;

- Name and address of the Foreign Employer.
- Nature of the business link between the Connected Person (Irish Branch) and Foreign Employer.

## Details of Contract Service Agreements between the EEA Contractor and Relevant Persons

For the purpose of future Contract for Services Employment Permit applications you should provide the following;

- Name and address of the Relevant Person (Irish Entity – place at which the employment concerned in respect of Contract for Service Agreement is to be carried out).

## Agent Details

If you wish a third party (agent) to act on your behalf in future employment permit applications, please provide the following;

- Agent Company Name and Address.
- Agent E-mail address and telephone number.

## Declaration of Person who will make Offer of Employment/Employer/ Connected Person/EEA Contractor

This declaration must have an original signature of Person who will make the Offer of Employment/Employer/Connected Person/EEA Contractor. Please note the following;

- For Limited Companies the signature must be that of the Company Secretary
- For an Irish Branch of a Foreign Company the signature must be that of a Person of Process or Person of Compliance.
- For Sole Traders, Partnerships etc. the signature must be that of one of the business owners.

## Nomination of Agent

This declaration must have an original signature of Agent and Person who will make the Offer of Employment/Employer/Connected Person/EEA Contractor. Please note the following;

- For Limited Companies the signature must be that of the Company Secretary
- For an Irish Branch of a Foreign Company the signature must be that of a Person of Process or Person of Compliance.
- For Sole Traders, Partnerships etc. the signature must be that of one of the business owners.

## Documentation Required

- Signature pages signed by employer.
- Signature pages signed by employer and agent, If Nominating an agent for future permit applications
- A statement issued by Revenue Commissioners showing the monthly statutory return made by the employer dated within the 3 month period preceding the application, or a receipt for such a return whether issued through ROS (Revenue Online Service) or

- evidence of payments made to the Revenue Commissioners through SEPA monthly direct debit payments made within the 3-month period preceding the application.
- If the employer is a start-up Company or a Person who would not yet have made returns to the Revenue then provide a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registration Number)
  - If the employer is a Charity provide a copy of the official letter from Revenue Commissioners confirming charitable status
  - If the employer has indicated that they are a foreign national operating a business in the State you must provide copies of documentary evidence for the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.
  - Documentary evidence of the connections between the Connected Person and the listed foreign employers on the application.
  - Documentary evidence of the contract service agreement(s) between the EEA Contractor and the listed Relevant Persons on the application.
  - If the employer is supported by the IDA or EI provide a copy of the support letter from the relevant body.
  - If the employer is operating a business of a restaurant or a fast food outlet the following additional information is required: Tax Clearance Reference and Access number, copies of utility bills for the establishments premises dated within the period of 2 months prior to the application, a letter from the relevant health authority confirming that the employer has been granted permission to operate a restaurant at the premises.

**This document is intended solely to assist the applicant in applying for Trusted Partner Registration and is not a substitute for the relevant legislation and regulations governing employment permits.**