

# **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