



Alien Landholding Department

GENERAL INFORMATION

*The form entitled Document Checklist defines the requirements regarding the nature, format and translation of documents that you must send to the Citizenship by Investment Unit (“the Unit”). This form **MUST** be attached to your application for A Certificate of Eligibility.*

The list of documents in this form is not exhaustive. The Unit may at any time ask the applicant to present other documents to determine if he or she meets the requirements of the Alien Landholding (Licensing) ACT, NO. 1 of 2020 and the Alien Landholding (Licensing) Regulations No. 70 of 2020. (“the Regulations”)

INSTRUCTIONS

The application is submitted in a single step.

1. Place your proof of payment as the first document in your submission. Please refer to the attached Bank Account Information for details on how to make the payment of fees.
2. Organise all your documents in the same order as listed in the Document Checklist and identify them with a tab bearing the corresponding number from the list. If, in exceptional cases, an applicant cannot submit a document that applies to his/her situation provide a substitute document and enclose an explanation. The substitute document and the explanation must be inserted in place of the document that they replace.
If a substitute document cannot be presented, you **MUST** give a detailed explanation.
3. Check the box corresponding to each document that you are submitting and attach this Document Checklist to your application.
N/A (not applicable) indicates that you do not need to submit this document.
4. Collect all requested documents in the required format (original or certified true copy).
5. Before sending the application, make sure to:
 - Keep a photocopy of all the documents that are submitted.
 - Ensure that all the forms and declarations submitted are dated and signed.
 - Place printed application in a sealed envelope, in the same order as listed on the Document Checklist.
 - Address the sealed envelope to:
ATT: Chief Executive Officer
Citizenship by Investment Unit
5th Floor Francis Compton Building
Waterfront
Castries, Saint Lucia
 - Hand deliver the sealed envelope to the address above.

DOCUMENT REQUIREMENTS

Format of Documents

Documents submitted in their original language must be in the required format; original or certified true copy. A non-conforming format may result in the rejection of the application or its return to the sender. Certified true copies must be of excellent quality or else they will be deemed inadmissible.

Authenticated Translation

If you submit documents or parts of documents in a language other than English, you **MUST** provide:

- The document in its original language, in the required format (original or certified true copy); AND
- An authenticated translation to the English language. An ‘authenticated translation’ means a translation effected by either a professional translator who is officially accredited to a court of law, a government agency, an international organization or similar official institution, or if effected in a country where there are no official accredited translators, a translation effected by a company whose role or business is effecting professional translations, the Unit will accept.
- If the document is written in English but includes a seal or signature in another language, a translation of the seal.
- A copy of the translator’s credentials or professional certification must accompany the translated documents.

Verification and Investigation

Be advised that the Unit will:

- Verify the accuracy of information provided or have it verified by third parties. It is an offence under the Laws of Saint Lucia to knowingly give the Unit any information that you know or should have known to be false or misleading in relation to your application for Certificate of Eligibility.
- Reject any application that contains false or misleading information or documents.
- Revoke any Certificate of Eligibility upon discovery of false or misleading information or documents OR omitted or concealed information under Section 13 D (1) of the Act.

PLEASE COMPLETE THE FOLLOWING AND INCLUDE COMPLETED CHECKLIST IN YOUR SUBMISSION

Applicant

Company

Write your family name and first name in block letters.

Write your Company's name and registration number below

First name

Company's name

Last name

Company's Registration number

Date of Birth (DD/MM/YY)

<p>1. Proof of payment of non- refundable processing fees. One-year Certificate - 3,000 USD Ten-year Certificate - 10,000 USD *Please see attached the Banking Details for depositing</p>	Copy	<input type="checkbox"/>
2. Document Checklist	Original	<input type="checkbox"/>
3. Birth certificate or birth record	Original/Certified Copy	<input type="checkbox"/>
4. In the case of a name change, an alien must provide a certified copy of the name change document, for example, a Deed Poll or Adoption papers. In the case of a company, a certified copy of the merger or amalgamation agreement must be provided.	Certified Copy	<input type="checkbox"/>
5. Two (2) passport-sized color photographs of the alien taken within the last six (6) months certified as the true likeness of that alien.	Original	<input type="checkbox"/>
6. Application for a Certificate of Eligibility	Original	<input type="checkbox"/>
7. The alien's passport bio-data page.	Certified Copy	<input type="checkbox"/>
8. Proof of residential address valid within the last three (3) months immediately preceding the submission of the application. (E.g. an original copy of a recent Utility Bill OR Bank Statement showing the full name and address. In the case of a company, a Notice of Address must be provided	Certified Copy	<input type="checkbox"/>
9. A Bank Reference Letter issued by an internationally recognized financial institution within the last six (6) months preceding the submission of the application form.	Original	<input type="checkbox"/>
10. A Police Certificate of Good Character or its equivalent within the last six (6) months from the alien's country of residence and if not the same, from his or her country of nationality.	Original	<input type="checkbox"/>
11. In the case of an alien that is a company, a director, beneficial owner and shareholder with at least twenty-five per cent shares in the company must submit the documentation required at items 3 to 10 above.		
<p>12. In the case of an alien that is a company, this application must be accompanied by –</p> <p>(a) the Certificate of Incorporation or Certificate of Registration;</p> <p>(b) a Certificate of Good Standing or its equivalent from the country the company was incorporated or registered;</p> <p>(c) filed corporate documents.</p> <p>(d) a notice of the directors, beneficial owners or shareholders of the company.</p>	Certified Copy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Required Format	Applicant
13. The land register of land currently owned in Saint Lucia, if applicable.	Certified Copy/ Original	<input type="checkbox"/>
14. A completed statutory declaration verifying the contents of the application.	Original	<input type="checkbox"/>
15. Non- OECS Notary Royal or Attorney-at-Law or Commissioner of Oaths need to provide a apostille. For an OECS Notary Royal or Attorney-at-Law or Commissioner of Oaths needs to provide a copy of his/her Practicing Certificate or equivalent.	Original	<input type="checkbox"/>
	Certified Copy	<input type="checkbox"/>
16. In the case of an alien that is a Trustee, an alien must provide a Trust Deed or equivalent documents	Certified Copy	<input type="checkbox"/>