



**Circular No. 11 of 2020**

**Date: 23<sup>rd</sup> September, 2020**

**Certificate of Approval for Change of Employers in the Gambling Sector**

*This Circular is being issued to all licensees under the Seychelles Gambling Act, 2014 in matters relating to an employee holding a Certificate of Approval for change of employers. To reduce the impact and effects of Covid-19 on the labour market, the Ministry of Employment, Immigration and Civil Status has introduced a new temporary GOP Framework until 31<sup>st</sup> December 2020 which addresses issues of transfer of employee from one employer to another amongst other related matters.*

In line with Paragraph 6 of the document entitled “GOP Framework related to Covid-19 Pandemic”, issued by the Ministry of Employment, Immigration and Civil Status, until 31<sup>st</sup> December 2020, change of employers by non-Seychellois workers is permitted with certain conditions.

In view of content of the abovementioned document, the Financial Services Authority (“FSA”) finds it necessary to adjust its application process for a Certificate of Approval and to provide clarity on how the administrative process in relation to the transfer of an employee holding a Certificate of Approval will be processed when there is a request for a change of employer.

**The administrative process should be as detailed below:**

1. Any licensee wishing to employ an employee with a valid Certificate of Approval should ensure that all the conditions under Paragraph 6 of the abovementioned document are met.
2. A certified copy of the letter of approval from the Ministry of Employment, Immigration and Civil Status, shall be submitted to the FSA.
3. Once the transfer of employee has been approved by all the concerned parties, the previous licensee must ensure that the Certificate of Approval is surrendered to the FSA.
4. The new employer shall submit to the FSA a duly completed and signed Application Form for a Certificate of Approval and attach the following supporting documents<sup>1</sup>:

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<sup>1</sup> An employee who currently hold a Certificate of Approval does not need to provide the supporting documents outlined in the checklist of the Application Form unless there are material changes from initial application such as, change of residential address, training acquired, etc.

- (a) A letter of declaration signed by both parties (new employer/employee), stating that there is no material changes to information submitted previously
  - (b) Updated CV and reference from the previous employer
  - (c) A police character certificate of not more than three (3) months old.
  - (d) A copy of the written agreement signed by the two employers which was attached with application when submitting to the Employment Department
  - (e) A copy of the worker's written agreement of his or her consent to the change of employer in which was attached with application to the Employment Department
  - (f) The applicable fee as per the Seychelles Gambling (Fees) Rules, 2020
5. Upon receipt of a completed application, the FSA will provide its determination within 5 working days.
6. Submit a copy of the employee's GOP to FSA, once it is issued by the Immigration Division of the Ministry of Employment, Immigration and Civil Status.

**Financial Services Authority**