

## **FAQ (English) – Worksite Declaration Form**

**1. Is it mandatory to complete the Worksite Declaration Form if I am the property owner?**

Yes. The Work Site Declaration Form must be submitted by all employers who have a registered site under their business with a permanent pool (under commercial category), provided that no other permit or license from a government authority was submitted as part of the site registration and quota applications.

Note: Effective 1st January 2026, all new site registration applications for a permanent quota pool, where no permit or license from a government authority is submitted, must be accompanied by the Worksite Declaration Form and the User Declaration Form.

**2. What procedure should be followed if a third party subleases the property?**

- Enter the property owner’s details in Section 1.2.
- Enter the sublessor’s details in Sections 1.3 and 4.3.
- Section 4.2 does not need to be filled in this case.
- In this case, the rent agreement between the sublessor and the owner of the property must be submitted with the Work Site Declaration Form and User Declaration.

**3. Is notarization required for all pages of the User Declaration Form?**

No. Only Pages 1 and 3 of the User Declaration Form need to be notarized.

**4. What details should be entered under the “Registration Number” field in 2.1?**

Enter the registration number of the vessel. This field is not applicable for buildings or land.

**5. Who is responsible for completing the Work Site Declaration Form and the User Declaration Form?**

- **Sole proprietorship:** The business owner must sign both forms.
- **Partnership:** One of the partners should sign both forms.
- **Company:** The Managing Director or one of the directors should sign both forms.

**6. Who is required to sign under 4.1 of the Work Site Declaration Form?**

- **Sole proprietorship:** The business owner.
- **Partnership:** One of the partners.
- **Company:** The Managing Director or one of the directors.

**7. In the case of multiple owners of the land or building, whose details should be entered in section 1.2, and who should sign under Section 4.2?**

One of the owners should be entered in 1.2 and should sign 4.2. The details of the remaining owners should be provided on Page 8.



#### 8. What if multiple owners are not in the country?

If at least one owner is in the country, their details must be entered in 1.2 and 4.2. Additionally, the employer (the party listed in Section 1.1 and 4.1) must submit a letter addressed to the Minister stating:

- There are multiple owners of property or vessels.
- The owners are currently not in the country.
- The names and ID card numbers of all owners.

In this case, the rent agreement must also be submitted along with the Work Site Declaration Form and User Declaration.

#### 9. Who is responsible for completing the “Involved Parties” page?

If there are multiple owners, only one owner’s details should be entered in Section 1.2 and 4.2. The remaining owners’ details should be provided on Page 8 under Involved Parties.

#### 10. Must the same individual complete both the Work Site Declaration Form and the User Declaration Form?

Yes. The individual signing on behalf of the business in Section 4.1 should also sign the User Declaration Form.

#### 11. For how long is the Worksite Declaration Form valid?

The form is valid for one year from the date of notarization.



