



MINISTRY OF SOCIAL TRANSFORMATION,
YOUTH & SPORTS

**POLICY FOR
FAITH-BASED
ORGANISATIONS**

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FAITH-BASED ORGANISATIONS**

JUNE, 2010

Policy For Faith-Based Organisations

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Glossary of Terms/Acronyms

| | |
|----------------------------------|--|
| Denominational FBOs (DFBOs) | <p>Denominational Faith-Based Organizations (DFBOs) – organizations whose main function is to promote the spiritual and moral development of individuals, organizations and societies</p> <p>The first Christian denominations to be established in Saint Lucia. Historically, these three bodies (the Roman Catholic (RC) Church, the Anglican Church and the Methodist Church) are referred to as the Established Churches because of the pioneering role played in introducing Christianity to the Saint Lucian society, as well as their contribution to the cultural, moral and spiritual development of the people of the island.</p> |
| Established/ Historical Churches | |
| Faith-Based Organisation (FBO) | <p>A Faith-Based Organisation (FBO) is a generic term used to refer to both Christian and non-Christian religious organizations. It also refers to non-denominational, not for profit organizations which promote spiritual development, but are independent of formal church affiliation.</p> |
| Filiation | <p>a. The condition or fact of being the child of a certain parent.</p> <p>b. <i>Law.</i> Judicial determination of paternity.</p> |
| GoSL | <p>Government of Saint Lucia</p> |
| Inspector | <p>An officer from the Ministry responsible for Faith-Based Affairs or some other individual appointed to engage Faith-Based Organizations to monitor compliance with existing legal and regulatory requirements</p> |
| MoST | <p>Ministry of Social Transformation, Youth and Sports</p> |
| Member | <p>Any one whom an FBO deems to be a member in accordance to the FBO's policy/constitution</p> |
| Missionary | <p>A member of a religion who works to convert those who do not share the missionary's faith.</p> |

| | |
|----------------------------------|---|
| Non-Denominational FBOs (NDFBOs) | <p>Non-Denominational Faith-Based Organisations (NDFBOs) – organisations that carry out their mission usually independent of ‘church’ oversight. These organizations entertain membership from persons of various religious persuasions. Their activities and programmes are often of an outreach nature and are geared to benefit people regardless of religious denomination.</p> |
| Non-Profit Company (NPC) | Non-Profit Company |
| Protestant Churches | A generic term to describe all non-Roman Catholic Churches |
| Status Officer | An officer from a Faith-Based Organization given authority by the State to conduct civil legal ceremonies such as marriages and funerals |

EXPLANATORY NOTES

| | |
|--------------------------|---|
| Branch(es/ed)-off | This refers to a situation where there has been a split in a congregation which results in one group forming a new entity |
| Ministry | The word 'Ministry' refers to the Ministry responsible for Faith-Based Affairs |
| ministry | The word 'ministry' refers to religious/humanitarian activity |

PART ONE

KEY ADMINISTRATIVE ISSUES

1. INTRODUCTION & RATIONALE

The importance of Faith-Based Organizations (FBOs) to the spiritual, moral and social development of Saint Lucia has been recognized by the Government of Saint Lucia as an essential ingredient in the process of national development. This position is afforded greater significance given the accelerated rates of social change which characterize society today. In full recognition of the fact that holistic human development is inclusive of a spiritual dimension, government as a matter of policy encourages the development of faith based organizations in an effort to facilitate the evolution of a society grounded on the principles of justice, fairness and peace.

The responsibility to regulate the affairs of the relationship of the State with FBOs has been vested with the Ministry of Social Transformation, Youth and Sports. The commitment of the Ministry to the spiritual development of the populace and by extension its commitment to FBOs, is consistent with its mission statement which states:

“To promote, encourage, support and facilitate the participation, development and organization of our people, in utilising their resources to effect self directed change towards the economic, social, cultural, political and spiritual advancement of themselves, their communities and the nation.”

This policy instrument seeks to regulate, support and monitor all aspects of the relationship between Government and FBOs. It builds upon the provisions of a precursor ‘Ecclesiastical Affairs Policy’ governing churches while at the same time makes the necessary changes and adjustments to embrace non-Christian faiths and non denominational bodies.

The purpose of the “Policy For Faith-Based Organisations” therefore, is to create an enabling environment and offer support to all registered religious bodies to freely practice and promote their faith in accordance with the Constitution.

2. SITUATIONAL ANALYSIS

The Government of Saint Lucia and Faith Based Organisations (FBOs) have enjoyed a long and fruitful relationship. A Faith Based Organisation is a generic term used to refer to both Christian and Non-Christian religious organizations. It also refers to non-denominational, not for profit organizations which promote spiritual development, but are independent of formal church affiliation. The Gideons International is an example of such a body.

The first Christian denominations to be established in Saint Lucia were the Roman Catholic Church, the Anglican Church and the Methodist Church. These religious institutions were established in the 17th, 18th and 19th centuries, respectively. Historically, these three bodies are referred to as the established churches because of the pioneering role played in introducing Christianity to the Saint Lucian society, as well as their contribution to the cultural, moral and spiritual development of the people of the island.

Since the beginning of the 20th century, Saint Lucia has witnessed an increase in the number of other Christian denominations with significant membership. This phenomenon is believed to have spread rapidly after the Second World War. In recent times, a number of non-Christian religious faiths have also been established in Saint Lucia. Numerous protestant groups have also established their presence within the religious community. The dominance of the established churches is gradually being reduced ostensibly by the evangelistic activities of protestant groups.

This shift in membership is illustrated by the following table:

Table 1 : Distribution of population by membership in FBOs - 2001 Census

| Religion | Membership | % | | Religion | Membership | % |
|---------------------|-------------------|----------|--|-----------------------|-------------------|-------------|
| Anglican | 3149 | 2.00% | | Muslim | 222 | 0.14% |
| Baptist | 2962 | 1.88% | | Pentecostal | 9002 | 5.73% |
| Bahai | 73 | 0.05% | | Presbyterian | 61 | 0.04% |
| Christian Brethren | 154 | 0.10% | | Rastafarian | 3233 | 2.06% |
| Church of God | 2321 | 1.48% | | Roman Catholic | 105,755 | 67.28% |
| Evangelical | 2980 | 1.90% | | Salvation Army | 135 | 0.09% |
| Hindu | 307 | 0.20% | | Seventh Day Adventist | 13500 | 8.59% |
| Jehovah's Witnesses | 1582 | 1.01% | | None | 7161 | 4.56% |
| Methodist | 825 | 0.53% | | Not Stated | 2494 | 1.59% |
| Moravian | 9 | 0.01% | | Other | 1253 | 0.80% |
| | | | | Total | 157,188 | 100% |

Source: Department of Statistics

Some of the new Christian denominations are part of broader networks of churches found throughout the Caribbean and sometimes beyond.

The established churches together form an umbrella body named the Saint Lucian Christian Council. The Salvation Army is also a member. A number of the protestant church groups have collectively formed an umbrella body called the Fellowship of Gospel Preaching Churches.

Historically, the Churches and the Government of Saint Lucia have enjoyed a strong mutually beneficial relationship built on trust and respect.

The Government has in times past provided lands and other forms of assistance to these Churches to facilitate the building of schools and churches. The bond between the Government of Saint Lucia and the community of churches remains strong, resilient, and enduring.

The Ministry of Social Transformation, Youth and Sports is the lead agency for Ecclesiastical Affairs and the management of activities of FBOs.

3. POLICY OBJECTIVES

The formulation of this policy is in some measure designed to complement on-going initiatives in social policy development. In addition, the emergence of a number of new and non-traditional religious groups have served as a catalyst to review and revamp existing measures which monitor the development of FBOs. The purpose of this policy is to provide a general framework and a set of instruments to address the issues, operation and functions of FBOs.

Recognizing that the policy environment is rapidly changing, a well structured policy can be instrumental in optimizing the contribution of FBOs to the development of society. The objectives of the policy are to:

1. Monitor the operations of FBOs;
2. Ensure compliance with the laws and statutes of Saint Lucia;
3. Provide support to FBOs through exemptions, concessions, and waivers;
4. Encourage spiritual and moral development at schools and national, government, statutory bodies, non-governmental organisations and communities;
5. Rationalize the appointment and function of Civil Status Officers;
6. Guide the activity of new entrants into the religious arena;
7. Ensure compliance with existing financial laws and regulations;
8. Facilitate mediation of conflicts within organizations;

4. PRINCIPLES AND VALUES

Public policy in all areas of social development will be guided by the following principles and values:

- **Equity:** Human development is based on the ethical belief that all citizens have equal rights and opportunities to access social and economic goods and services, and that they have the responsibility to make a positive contribution to social relations and institutions.
- **Respect, Tolerance and Trust:** Society and its institutions must embrace a number of core values that include respect for life and for self and others; acceptance of plurality and diversity in beliefs and behaviour. This respect for others must translate itself into a strong sense of compassion for the poor and vulnerable.
- **Identity:** Individual and societal well-being demands an intense sense of individual and collective self-esteem, and a strong cultural identity, based on an understanding and appreciation of national history and society, an opportunity for cultural and artistic expression, the knowledge of and respect for all genuine forms of spirituality, religious organisation and cultural expression.
- **Solidarity and Collaboration:** This sense of spiritual & cultural identity must establish the foundation for social cohesiveness, and must provide the basis for cooperation and collaboration among the citizenry. This policy is built on a commitment to the values of cooperation, volunteerism, sharing and team work, and to the need for nurturing and developing a strong sense of common good, leadership and social responsibility.
- **Participation and Partnership:** Citizens have both a right and a responsibility to be involved in the development and management process of public affairs. This policy recognises that participatory approaches and institutions are desirable, and that they are likely to be efficient and effective agents of social change and development, in the medium to long term.
- **Inter-generational Responsibility:** This vision assumes that social and economic development must be environmentally, socially and economically sustainable, with special consideration being given to the requirements for the management of natural resources and processes. Today's development must enhance, not limit, future opportunities for growth and well-being.
- **Inclusion:** This principle is premised on the need to ensure that all Saint Lucians participate in the development of their country and their personal and spiritual development. Inclusion is not passive and embraces positive action taken to include all sectors of society in nation building. Faith-Based

Organisations (FBOs) must also contribute to the development process.

- **Justice:** Justice is a universal and absolute concept involving the system of consequences which naturally derives from any action or choice. In the context of human actions, it means according to individuals or groups what they actually deserve, or what they are entitled to. The underpinnings of justice are grounded in fairness, equity and reasonableness.
- **Tolerance:** The capacity for or the practice of recognizing and respecting the beliefs or practices of others, embodies the concept of tolerance. Society is characterized by differences of many types and dimensions. Pluralistic societies recognize, appreciate and accept differences as a normal part of human existence.

5. POLICY IMPLICATIONS

The object of crafting policy aimed at governing the conduct of FBOs is grounded in maintaining and reinforcing the rule of law in our society, as well as recognizing diversity in how citizens approach and understand issues of a spiritual nature. Faith Based Organizations should therefore embody the principle of collaboration with the State and not adversarial entities in implementing social development activities. The State therefore expects these sister organizations to help promote social harmony and peace through dialogue within our borders.

Consistent with the principles and values stated above, this Policy For Faith Based Organizations embraces equal employment opportunity for all citizens without regard for any creed or belief system that the individual might espouse. However, in the case of denominational schools, the religious character of the school, which may be State assisted, should be maintained.

As a developing nation, it is imperative that we possess a sense of shared vision for the future of our people, notwithstanding the recognition that various faiths differ fundamentally in terms of belief systems, doctrines and lifestyles. The State will therefore vigorously uphold the philosophy “One people, different faiths” and seek to build tolerance and social harmony among all citizens for the ultimate good of our country.

PART TWO

LEGAL FRAMEWORK FOR FAITH-BASED ORGANISATIONS

1. LEGAL AND REGULATORY FRAMEWORK

In recognition of the value of the spiritual dimension as a driving force in our society, The framers of our Constitution, have ensured that religious freedom is enshrined in the Saint Lucia Constitution Order Cap 1.01, Section 9 (1) as follows:

“Except with his consent, a person shall not be hindered in the enjoyment of his freedom of conscience including freedom of thought and of religion, freedom to change his religion or belief and freedom, either alone or in community with others, and both in public and in private, to manifest and propagate his religion or belief in worship, teaching, practice and observance.”

1.1 Freedom to Practice Faith of One’s Choice

Freedom to practice the faith of his choice is also enshrined in section 9 (1) of the Constitution which states:

a) **Fundamental Rights and Freedoms**

Whereas every person in Saint Lucia is entitled to the fundamental rights and freedoms, that is to say, the right, whatever his race, place of origin, political opinions, colour, creed or sex, but subject to respect for the rights and freedoms of others and for the public interest, to each and all of the following, namely-

- *life, liberty, security of the person, equality before the law and the protection of the law;*
- *freedoms of conscience, of expression and of assembly and association; and*
- *protection for his family life, his personal privacy, the privacy of his home and other property and from deprivation of property without compensation.*

The provisions of this Chapter shall have effect of the purpose of affording protection to those rights and freedoms subject to such limitations of that protection as are contained in those provisions, being limitations designed to ensure that the enjoyment of the said rights and freedoms by any person does not prejudice the rights and freedoms of others or the public interest

The Constitution also guarantees the right of assembly and association.-(Constitutional Order of Saint Lucia Section 11)

b) Protection of Freedom of Assembly and Association

(1) Except with his own consent, a person shall not be hindered in the enjoyment of his freedom of assembly and association, that is to say, his right to assemble freely and associate with other persons and in particular to form or belong to trade unions or other associations for the protection of his interests or to form or belong to political parties or other political associations.

(2) Nothing contained in or done under the authority of any law shall be held to be inconsistent with or in contravention of this section to the extent that the law in question makes provision-

a) that is reasonable required in the interests of defence, public safety, public order, public morality or public health;

b) that is reasonable required for the purpose of protecting the rights of freedoms of other persons; or

c) that imposes restrictions upon public officers that are reasonably required for the proper performance of their functions, and except so far as that provision or, as the case maybe, the thing done under the authority thereof is shown not to be reasonably justifiable in a democratic society.

PART THREE

OPERATIONAL/REGULATORY FRAMEWORK FOR DENOMINATIONAL FAITH-BASED ORGANISATIONS

OPERATIONAL/REGULATORY FRAMEWORK

1. MISSIONARIES

Missionaries from overseas must apply for permission to conduct missionary work in Saint Lucia from the Ministry. The application for permission to conduct missionary work shall be made using **Form 1 (See Appendix 1)** and must contain and be supported by the following information and documentation:

- i. The nature of the work to be done;
- ii. The background of the 'head/parent' FBO;
- iii. Declaration of beliefs;
- iv. Duration of the work to be done;
- v. Evidence of ability to support oneself while in the state;
- vi. Passport number;
- vii. Certified copy of passport page with expiration date of passport;
- viii. Curriculum Vitae;
- ix. Two Reference letters, one must be from last employer;
- x. Police Record;
- xi. Passport photograph;
- xii. Medical Report from a certified physician bearing official stamp of the physician;
- xiii. Place of Residence in Saint Lucia;
- xiv. Contact information.

The Ministry may grant permission for periods of up to six (6) months, for missionaries to conduct missionary work in Saint Lucia.

At the end of each period granted by the Ministry, the missionary shall submit a report on the work done during the period and if required, submit an application for an extension of the period. The Ministry will facilitate the grant of Immigration Status to the missionary to commensurate with the period for missionary work granted.

Failure to conform to these conditions may result in the deportation of the missionary.

2. RECOGNITION AND REGISTRATION OF DENOMINATIONAL FAITH-BASED ORGANISATIONS (DFBO)

It is mandatory that the Ministry is aware of the existence of all denominational Faith-based Organisations (DFBOs) in Saint Lucia as well as their respective membership.

2.1. Verification of Membership of DFBOs

The Head of the registered DFBO should sign a **Statutory Declaration (See Appendix 2)** affirming the fact that the DFBO has a congregation of a specified number of persons. Additional documentation may be required for the verification of membership.

2.2. Notification to the Ministry by an DFBO of its Existence

All DFBOs with less than two hundred and fifty (250) members are required to notify the Ministry of their existence. Notification to the Ministry shall be effected by using **Form 2 (See Appendix 3)** and must contain and be supported by the following information and documentation:

- i. The name, background, address and contact information of the ‘head/parent’ DFBO;
- ii. Address of regular meeting place of the local DFBO;
- iii. Mailing Address of the local DFBO;
- iv. Declaration of Creed/beliefs;
- v. Names of person heading the local DFBO and that person’s contact information;
- vi. Number of members of the DFBO

2.3. Registration of a DFBO with the Ministry

All DFBOs with two hundred and fifty (250) or more members must apply to the Ministry for registration. In order to be registered a DFBO must be incorporated as Non-Profit Company (NPC) under Part III Division A of the Companies Act.

2.3.1. Procedure for Registration at the Ministry

Procedure for Registration:

- (a) The DFBO presents its application to the Ministry for registration.
- (b) If the DFBO is not already incorporated as an NPC, the Ministry informs the DFBO that it needs to be incorporated as an NPC pursuant to the Companies Act and that in presenting its application for its incorporation to be approved by the Attorney General’s Chambers, that it is advisable that it presents the documents enumerated at 8.2.2 (iii) to (xv) hereunder.

2.4. Application for Registration

This application must be made using **Form 3 (See Appendix 4)** and must be accompanied by the following information and documentation:

- i. Certificate of Incorporation;
- ii. An imprint of the official seal of the NPC;
- iii. Certificate of Good Standing with the Registry of Companies;
- iv. Declaration of Creed/Beliefs;
- v. Number of members of the DFBOs verified by a Statutory Declaration by the head of the DFBO;
- vi. Address (es) of regular meeting place (s);
- vii. Name and Address of DFBO 'head/parent Organisation' in Saint Lucia;
- viii. Name and Address of DFBO 'Parent Organisation' internationally (where applicable);
- ix. Names and Addresses of local branches, assemblies, congregations or parishes of the DFBO;
- x. Names and Addresses of persons administering the branches, assemblies, congregations or parishes of the local DFBO;
- xi. Information as to whether the Minister of Religion is a Civil Status Officer;
- xii. Source(s) of income;
- xiii. Signature(s) which shall be used thereafter for official business with the Ministry responsible for Faith-Based Affairs;
- xiv. Official Seal of the head of the registered DFBO which shall be used thereafter for official business with the Ministry;
- xv. Must be functioning for at least one (1) year prior to application for registration;
- xvi. Non-refundable registration fee of five hundred dollars (\$500.00).

2.5. The minister shall have the power to grant or reject an application for registration.

2.6. Special Transitional Provision

A number of DFBOs are deemed to be registered. However, all DFBOs, including those that are deemed to be registered will be required to meet the criteria stipulated in the policy.

2.7. Certificates will be issued to those DFBOs that satisfy all requirements for Registration.

3. STATUS OFFICERS

3.1. Definition:

The civil status of an individual is his or her name, filiations and marital status. An act of civil status is an official instrument which enables the unique identification of each member of society. Acts of civil status exist for birth, paternity, marriage and death. Civil status also refers to the provisions of the law regulating all aspects of life, including religious ritual, familial and personal status, civil relations and in some instances, criminal law.

3.2. Registrar of Civil Status:

The Registrar of Civil Status is the legal officer charged with the overall administrative responsibility of all matters pertaining to civil status.

3.3. District Registrars and Deputy Registrar:

The Deputy Registrar of Civil Status and District Registrars are Status Officers and are authorized by law to perform and register marriages and to register the births of all infants born within their respective districts. District Registrars must also register all deaths occurring within the district (Laws of Saint Lucia – Chapter 4.02 sections 12, 15).

3.4. Criteria for Appointment of Status Officers:

- 3.4.1. Application letters for the appointment of Status Officers within DFBOs must be made by the head of the organization within which the officer is to function. The application letter must be written on the official letterhead, bear the Official Seal, and be duly signed by the head of the organization.
- 3.4.2. The letter of request for appointment of Status Officers must be directed to the Permanent Secretary, Ministry responsible for Faith-Based Affairs.
- 3.4.3. Status Officers must meet the eligibility criteria listed in section 3.7. In addition, DFBOs must submit a certified copy of the letter of registration of the organization from the Ministry responsible for Faith-Based Affairs.

3.4.4. The letter of application must include Curriculum Vitae of the applicant and two letters of recommendation, one of which must be from the Head of the organization.

3.5. Entitlement to a Status Officer

The following guidelines shall be used to determine the DFBO's entitlement to a Status Officer:

- a. A DFBO with a membership of one hundred (100) to five hundred (500) is entitled to two (2) Status Officers and an additional Status Officer for every additional five hundred (500) members;
- b. The Ministry will exercise discretion where the DFBO does not meet the criteria, but has provided adequate justification for the request for an Status Officer.

3.6. Procedure for Application

3.6.1. The applicant must complete the relevant application form.

3.6.2. Should the eligibility requirements as detailed in Section 3.7 be met, the applicant will then be interviewed by the Registrar of Civil Status. A written examination will also be administered.

3.6.3. Based on the results of the interview and the examination, the Registrar will submit a memorandum to the Cabinet of Ministers, requesting appointment of the applicant as a Status Officer.

3.6.4. The Ministry responsible for Faith-Based Affairs is to be formally notified of the Cabinet Conclusion by the Registrar upon receipt of the Cabinet Conclusion.

3.7. Eligibility Requirements

The applicant must meet the following eligibility requirements before being considered for appointment as a Status Officer:-

- a) The applicant must have served as a cleric/religious minister for at least three (3) years;
- b) Applicant must produce evidence of having theological training;
- c) He/She must be of sound mind and character;

- d) He/She must be certified by the Head of the registered local DFBO organization;
- e) He/She must demonstrate knowledge of the laws related to the performance of civil status functions;
- f) He/she must be familiar with the laws governing births, deaths and marriage;
- g) Any other requirement stipulated by the Ministry responsible for Faith-Based Affairs;

3.8. Revocation of Authorization of Status Officers

The authorization of a person as a status officer to perform a marriage will be revoked in accordance with the Civil Status Act Cap. 4.02 and the Civil Status (Amendment) Act No. 2 of 2008.

3.8.1. A recommendation for the revocation of authorization of a person as a Status Officer to perform a marriage will be made where:

- i. He/she Fails to comply with the provisions of this policy or legal requirement;
- ii. If the conduct of the officer brings the Ministry into disrepute;
- iii. He/She is absent from the State for three or more consecutive years

NB: The relevant DFBOs are to be informed in writing of the revocation of appointments of Status Officers after consultation with the Ministry responsible for Faith-Based Affairs.

3.9. Conditions of Service

The Status Officer will exercise the duties and functions of the office with due diligence and in strict conformity with the laws of the State.

- a) An officer so designated ceases to be a Status Officer after being absent from the State for a period exceeding three years.
- b) The officer also ceases to be a Status Officer if he/she is no longer a practitioner of his/her faith.

3.10. Religious Ceremonies

The following religious ceremonies are conducted by ministers of religion in accordance with the bye-laws/constitution of the respective DFBO. However, only authorized officers outlined in the legislation (i.e. Status Officers, Registrar, Deputy Registrar, District Registrars) are permitted to sign the respective registers.

3.10.1. Baptisms/Christening/Dedication

Consistent with the legal provisions of/for naming children, DFBOs are required to be consistent with the registered name by the State of all infants requesting christening services by its members. Christenings may include baptism.

3.10.2. Funerals/Burials

Status Officers are permitted to conduct funeral services and to officiate at ceremonies for burial of the dead. Legal provisions governing burial of the dead must be strictly observed.

3.10.3. Marriages

Status Officers and other organizational leaders are charged with the responsibility of ensuring that the provisions of the Constitution and other related legal instruments are strictly observed. Where tenets of a specific faith contradict provisions of the Constitution, the Constitution always supersedes. Observations include but are not limited to the following:-

- i. Marriage is defined and recognized as a civil and legal union between a woman and a man.
- ii. In conformity with provisions of the Constitution, bigamy/polygamy, same-sex marriage and polyandry are not permitted under any circumstances.
- iii. There must be strict adherence to the legal (lower) age limits of persons desiring to enter the institution of marriage.

4. INCOME TAX

Denominational Faith Based Organisations and their employees are to comply with the provisions of the Income Tax Act and the Companies Act where applicable.

5. CONCESSIONS

Only registered DFBOs with a membership of two hundred and fifty (250) or more will be entitled to concessions. The concessions for which DFBOs shall be entitled to apply for are the following:

- a) Certificates of Exemption
- b) Airport Tax Exemptions
- c) Waiver of Building Fees
- d) Duty Free Concessions

Each DFBO, on making its first application for concession after the coming into effect of this policy shall submit with that application

1. A Statutory Declaration by the head of the DFBO confirming that the DFBO has at least two hundred and fifty (250) members; and
2. A Certificate of Good Standing with the Registry of Companies.

5.1. Transitional Provision

- 1) Any DFBO that is enjoying concessions at the introductory date of the policy will continue to enjoy the concession already granted;
- 2) Any DFBO seeking concessions after the introductory date of the policy will only be granted concessions in accordance with the policy i.e. show that it meets the criteria stated in the policy.

Application for concessions shall be made in accordance with the following procedures:

5.2. Application for Certificates of Exemption

The application for a Certificate of Exemption shall be made using **Form 4 (See Appendix 5)** and must be accompanied by the following supporting information and documentation:

1. A Letter from the Head of the registered DFBO in Saint Lucia bearing the Letter Head and Official Seal of the DFBO and the recognised signature(s) to the Ministry requesting the Certificate(s) of Exemption.
2. The Letter must include the following information from the person who seeks the Certificate of Exemption:
 - (a) Nature of employment in Saint Lucia;
 - (b) Duration of employment in Saint Lucia;
 - (c) Reason for seeking employment in Saint Lucia;
 - (d) Certified copy of Birth Certificate;
 - (e) Passport number;

- (f) Certified copy of passport page with expiration date of passport;
- (g) Curriculum Vitae;
- (h) Two Reference letters, one must be from last employer;
- (i) Police Record from country of origin and/ or country of domicile;
- (j) Passport photograph;
- (k) Medical Report from a certified physician bearing official stamp of the physician;
- (l) Place of Residence in Saint Lucia;
- (m) Contact information.

5.2.1. Granting of Certificates of Exemption

If satisfied with the application, the Ministry will request approval of the Certificate of Exemption on behalf of the DFBO from the Ministry of Labour, or the relevant government agency. The Ministry will inform in writing the individuals who have been awarded the Certificate of Exemption through the relevant head of the registered DFBO.

The Ministry responsible for Ecclesiastical Affairs reserves the right to deny any DFBO's request for Certificates of Exemption based on failed criteria of the individual's application, insufficient documentation and/or inadequate justification for request of Certificates of Exemption. Notwithstanding, the granting of a Certificate of Exemption is discretionary and not absolute.

5.2.2. Entitlement to Certificates of Exemption

The following guidelines shall be used to determine the DFBO's entitlement to Certificates of Exemptions:

- a) One (1) Certificate of Exemption will be granted to DFBOs for a "Key" individual in the DFBO for the first two hundred and fifty (250) members.
For each additional five hundred (500) members, one further Certificate of Exemption will be granted up to a maximum of three thousand (3,000) members.

Should additional requests be made, justification will be required and will be determined on a case-by-case basis. In circumstances where inadequate justification is given for more than the stipulated number of Certificates of Exemption, the institution/person will be required to pay for the work permit (s) or be denied the work permit (s).

- b) Where the DFBO does not meet the criteria and the justification is inadequate, the applicant will be required to pay for the work permit;

The Ministry will conduct periodic checks on persons who have been granted Certificates of Exemption through the Ministry.

5.2.3. Regulations of Certificates of Exemption

Persons who have been granted Certificates of Exemption under the Foreign Nationals and Commonwealth Citizens (Employment) Act Cap. 16.13, Section 3 (6) c must adhere to certain requirements or the Certificate of Exemption will be withdrawn. These include:

1. Cooperation with Inspectors from the Ministry responsible for Faith-Based Affairs who will make periodic checks on persons that have been granted Certificates of Exemption under this Policy in an effort to ascertain that these persons are adhering to requirements of the Act and the relevant guidelines.
2. That persons to whom Certificates of Exemption have been granted are not involved in employment other than that specified in the application.
3. The wives/husbands of persons granted Certificates of Exemption must not be employed in Saint Lucia. If these persons desire to seek employment they must submit an individual request for a Work Permit from the Ministry of Labour or the relevant government agency.

5.2.4. Application for Renewal of Certificates of Exemption

Applications for the renewal of Certificates of Exemption must be made at least two months before the expiration of the previous Certificate of Exemption. Where a DFBO fails to comply, a late fee of \$100.00 per Certificate of Exemption will be applicable.

5.3. Application for Airport Tax Exemptions

The application for airport tax exemption shall be made as follows:-

- 1) A letter from the head of the registered DFBO in Saint Lucia bearing the Letter Head and Official Seal of the DFBO and the recognized signature (s) to the Ministry requesting the Airport Tax Exemption;

2) The Letter must include the following information:

- a. The name of the minister of religion/individual (s) on whose behalf the request is being made;
- b. The congregation to which the minister of religion/individual (s) is/are attached;
- c. Address of the Congregation

3) Airport Tax Exemptions will only be granted to Ministers of Religion.

Evidence of conferences, workshops and/or meetings, valid Passports as well as the Airline Ticket(s)/Itinerary must accompany the request for airport tax exemption(s).

5.4. Application for Waiver of Building Fees

Denominational Faith Based Organisations are entitled to a waiver of building fees solely for the construction of facilities to be utilized by branches, assemblies, congregations or parishes of a DFBO or the construction of a community facility that can be used as both a meeting place for members of a DFBO and for general use by all other community members.

The head of the registered organisation in Saint Lucia must make requests for Waiver of Building Fees in writing to the Ministry responsible for Faith-Based Affairs bearing the Official Seal, Letter Head and Signature(s) of the Organisation. The Letter must give detailed accounts of the location of the building, number of persons expected to attend the newly constructed facility (not less than two hundred and fifty (250) persons) and the size of building to be constructed as well as a certified copy of the building's Plan.

The waiver of the building fees includes: health inspection fees, fire inspection fees, planning fees and electrical fees.

5.5. Application for Duty-Free Concessions

To qualify for concessions, the head of the registered DFBO in Saint Lucia must make requests for Duty Free Concessions in writing on behalf of the branches, assemblies, congregations or parishes to the Ministry responsible for Faith-Based Affairs, bearing the Official Seal, Letter Head and Signature(s) of the Organisation. Lists of inventory must be submitted with the requests for concessions. **(See Appendix 7 for Schedule of Concessions).**

In cases where the application is for duty free concessions on a vehicle, the DFBO must make the request using **Form 5 (See Appendix 6)** and must declare the owner/purchaser of the vehicle.

5.5.1. Lower Limit for Duty Free Concessions set per Application

Duty free concessions should only be applied for, with respect to goods with a value of one thousand five hundred dollars (\$1500.00) and above.

5.5.2. Abuse of Concessions

DFBOs found to have abused concessions granted will be subject to penalties imposed by the relevant Government Department and existing legislation and in addition, the Ministry of Faith-Based Affairs will take action as deemed necessary, which will include but not be limited to the temporary or permanent suspension of the grant of concessions to the offending DFBO.

6. ANNUAL REPORTING REQUIREMENTS

All registered denominational FBOs are required to provide a summary report of the annual general meeting held during the last year. The report should contain the following:

- 1 Membership in attendance;
- 2 Copy of last audited financial statements;
- 3 Humanitarian activities undertaken during the last year (where applicable)

Failure to conform to these conditions may result in the temporary or permanent suspension of assistance granted by the Ministry.

PART FOUR

OPERATIONAL/REGULATORY FRAMEWORK FOR

NON-DENOMINATIONAL FAITH-BASED ORGANISATIONS (NDFBOs)

OPERATIONAL/REGULATORY FRAMEWORK

1.0 DEFINITION

For the purpose of this document, Non-denominational Faith-Based Organisations organizations are defined as:

Faith-Based Organizations which generally carry out their mission independent of church oversight. These organizations accept membership from individuals/groups of various religious/denominational persuasions. Their activities and programmes are often of an outreach nature and are primarily designed to benefit people regardless of religious/denominational alliances.

Roles undertaken by Non-denominational Faith-Based Organisations (NDFBO) may be small and localized movements or large national and international movements.

1.0 CRITERIA FOR REGISTRATION

The Non-denominational Faith-Based Organisation must meet the following criteria:

1. Must be functioning for at least one (1) year prior to application for registration and recognition;
2. Established executive comprising Chairperson/president, Deputy or vice, Secretary, Treasurer, P.R.O. etc;
3. Committed to the development of members and patrons;
4. Should be a non profit company;
5. Should not contravene the Constitution or laws of Saint Lucia in any form;
6. Must meet on a regular basis as per constitution;
7. Should comprise a membership and has proof of same in records (where applicable).

1.1 Application for Registration

1. Certificate of Incorporation;
2. An imprint of the official seal of the Non Profit Company (NPC);
3. A copy of the organization's Constitution or Bye Laws;
4. Source (s) of income;
5. Address of regular meeting place and or base of operations;
6. Name and address of NDFBO's 'head/parent organization in Saint Lucia;

7. Name and address of NDFBO's Parent organization internationally (where applicable)
8. Signature (s) which shall be used thereafter for official business with the Ministry responsible for Faith-Based Affairs;
9. List of officers and main contact person.

Certificates will be issued to those NDFBOs that satisfy all requirements for registration.

2.0 CONCESSIONS

Only functioning, NDFBO's may be entitled to concessions. The concessions to which those NDFBOs may be entitled to apply for are the following:

1. Certificates of Exemption
2. Waiver of Building Fees
3. Duty-Free Concessions

Application for concessions shall be made in accordance with the following procedures:

2.1 Application for Certificates of Exemption

The application for Certificates of Exemption shall be made using **Form 4 (See Appendix 5)** and must be accompanied by the following supporting information and documentation:

1. A Letter from the Head of the registered NDFBO in Saint Lucia, bearing the Letter Head and Official Seal of the NDFBO and the recognised signature(s), to the Ministry requesting the Certificate(s) of Exemption.
2. The Letter must include the following information from the person who seeks the Certificate of Exemption:
 - (a) Nature of employment in Saint Lucia;
 - (b) Duration of employment in Saint Lucia;
 - (c) Reason for seeking employment in Saint Lucia;
 - (d) Certified copy of Birth Certificate;
 - (e) Passport number;
 - (f) Certified copy of passport page with expiration date of passport;
 - (g) Curriculum Vitae;

- (h) Two Reference letters, one must be from last employer;
- (i) Police Record from the country of origin or country of domicile;
- (j) Passport photograph;
- (k) Medical Report from a certified physician bearing official stamp of the physician;
- (l) Proposed place of Residence in Saint Lucia;
- (m) Contact information.

2.1.1 Granting of Certificates of Exemption

If satisfied with the application, the Ministry will request approval of the Certificate of Exemption on behalf of the NDFBO from the Ministry of Labour, or the relevant government agency. The Ministry will inform in writing the individuals who have been awarded Certificates of Exemption through the relevant head of the registered NDFBO.

The Ministry responsible for Faith-Based Affairs reserves the right to deny any NDFBO's request for Certificate of Exemption based on failed criteria of the individual's application, insufficient documentation and/or inadequate justification for request of a Certificate of Exemption. The granting of the Certificate of Exemption is discretionary and not absolute.

2.1.2 Entitlement to Certificates of Exemption

The following guidelines shall be used to determine the NDFBO's entitlement to Certificates of Exemption:

- a) One (1) Certificate of Exemption will be granted to NDFBOs for an individual who will be providing a service for a specific period of time.

Where the NDFBO does not meet the criteria and the justification is inadequate, the applicant will be required to pay for the work permit;

- b) Should additional requests be made, justification will be required and will be determined on a case-by-case basis. In circumstances where inadequate justification is given for more than the stipulated number of Certificate of Exemption, the institution/person will be required to pay for the Work Permit (s) or be denied the Work Permit (s).

The Ministry will conduct periodic checks on persons who have been granted Certificates of Exemption through the Ministry.

2.1.3 Regulations of Certificate of Exemption

Persons who have been granted a Certificate of Exemptions under the Foreign Nationals and Commonwealth Citizens (Employment) Act Cap.16.13, Section 3 (6) c must adhere to certain requirements or the Certificate of Exemption will be withdrawn. These include:

1. Cooperation with Inspectors from the Ministry responsible for Faith-Based Affairs who will make periodic checks on persons that have been granted Certificate of Exemption under this Policy in an effort to ascertain that these persons are adhering to requirements of the Act and the relevant guidelines.
2. That, persons to whom Certificate of Exemption have been granted are not involved in employment other than that specified in the application.
3. The wives/husbands of persons granted Certificate of Exemption must not be employed in Saint Lucia. If these persons desire to seek employment they must submit an individual request for a Work Permit from the Ministry of Labour or the relevant government agency.

2.1.4 Application for Renewal of Certificate of Exemption

Applications for the renewal of Certificates of Exemption must be made at least two months before the expiration of the previous Certificate of Exemption. Where a NDFBO fails to comply, a late fee of \$100.00 per Certificate of Exemption will be applicable.

2.2 Application for Waiver of Building Fees

The Non-denominational Faith-Based Organizations (NDFBOs) are entitled to a waiver of building fees solely for the construction of a facility that will be used as a meeting place for members, patrons and as a base of operations.

The head of the registered organisation in Saint Lucia must make requests for Waiver of Building Fees in writing to the Ministry responsible for Faith-Based Affairs bearing the Official Seal, Letter Head and Signature(s) of the organisation.

The Letter must give detailed accounts of the location of the building, the expected use of the facility, the number of persons expected to utilise the newly constructed facility, the size of building to be constructed as well as a certified copy of the building's Plan. Copy of land title or tenure arrangement must also be provided.

2.3 Application for Duty-Free Concessions

To qualify for concessions, the head of the registered NDFBO in Saint Lucia must make requests for Duty-Free Concessions in writing on behalf of the organization, bearing the Official Seal, Letter Head and Signature(s) of the Organisation. Lists of inventory must be submitted with the requests for concessions. **(See Appendix 7 for Schedule of Concessions)**

2.3.1 Lower Limit for Duty-Free Concessions per application

Duty-free concessions should only be applied for with respect to goods with a value of one thousand five hundred dollars (\$1500.00) and above.

2.3.2 Abuse of Concessions

NDFBOs found to have abused concessions granted will be subject to penalties imposed by the relevant Government Department and existing legislation and in addition, the Ministry of Faith-Based Affairs will take action as deemed necessary, which will include but not be limited to the temporary or permanent suspension of the grant of concessions to the offending NDFBO.

2.4 Duty-Free Concessions on vehicles

Duty-free concessions will be granted only on a bus/coaster that is purchased in the name of and or owned and utilized by the NDFBO.

The application for duty-free concessions on a vehicle must therefore be made using **Form**

5 (See Appendix 6) and must declare the owner/purchaser of the vehicle.

3.0 ANNUAL REPORTING REQUIREMENTS

All registered NDFBOs are required to provide a summary report of the annual general meeting held during the last year. The report should contain the following:

1. The NDFBO's planned programme of activities for the next financial year;
2. Copy of last audited financial statements (where applicable)
3. Report on activities undertaken during the financial year.

Failure to conform to these conditions may result in the temporary or permanent suspension of assistance granted by the Ministry.

PART FIVE

STATE/FBO COLLABORATION

1. CONDUCT OF PRAYERS

The Ministry has demonstrated its commitment to the spiritual development of the people of Saint Lucia and seeks to sustain this through the inclusion of prayer in community life.

The Ministry therefore, encourages prayers at all National, Government, Statutory Body, Non-Governmental Organisations, schools and community meetings/gatherings, subject to the constitutional rights of all citizens.

2. INSPECTION AND MONITORING

It is of the utmost importance that there exists effective monitoring of the Policy For Faith-Based Organisations as the support that the Ministry provides to FBOs can lend itself to abuse.

2.1. Inspectors

The role of the Inspectors from the Ministry responsible for Faith-Based Affairs will be to monitor the FBOs compliance/adherence to the requirements of this Policy and to ensure that the support extended to FBOs by the Ministry is not abused.

All FBOs that are registered with the Ministry must cooperate with the Inspectors from the Ministry and other relevant government departments. Failure to cooperate will result in the withdrawal of the support extended by the Ministry.

2.2. Duties of the Inspectors

Inspector must use discretion as much as possible in exercising their duties so as not to unduly disrupt activities of FBOs. Some of the duties of the Inspectors include:

- Verification of membership of FBOs;
- Inspecting records of FBOs;
- Ensuring that information obtained from FBOs is truthful;
- Undertaking periodic checks on persons granted Certificates of Exemptions in an effort to ensure compliance with the Saint Lucia Employment Act as well as the requirements of this Policy;
- Inspecting sites which require building fee exemptions in an effort to ascertain that the requirements are fulfilled for these exemptions;

- Verifying concessionary conditions.

The specific role of the Customs and Excise Inspector will be to monitor and enforce the specific requirement of the policy with regard to duty free concessions.

3. RECORDING OF INFORMATION

A database on all FBOs that are registered with the Ministry responsible for Faith-Based Affairs will be kept at the Ministry.

3.1. Records

FBOs are encouraged to keep all pertinent records with regard to membership and leadership, concessionary goods, social development activities and present those in the form of an annual report to the Ministry.

4. COLLABORATION – MINISTRY AND FBOs

FBOs should work in collaboration with the Ministry to prepare and implement humanitarian activities.

5. INQUIRIES

Experience has shown that serious conflicts arise from time to time within FBOs. It is the position of this policy that as the lead agency responsible for FBOs, the Ministry may intervene if invited to assist in matters of dispute.

6. POLICY REVIEW

The Ministry responsible for Faith-Based Affairs in collaboration with the Advisory Committee shall review the Policy For Faith-Based Organisations every five years through consultation with key stakeholders. However, specific policy areas may be reviewed upon the request of the members of the Advisory Committee.

6.1. Membership of Advisory Committee

An assembly of stakeholders shall be called by the Ministry every three years to elect members to sit on the Advisory Committee for the Policy For Faith-Based Organisations.

APPENDICES

APPENDIX 2

SAINT LUCIA

**IN THE MATTER of a Statutory
Declarations Act Cap 2.14.**

STATUTORY DECLARATION

(1) Here insert name,
address and occupation
of person making the
declaration.

I, (1) (Name)

(Address)

.....

(Occupation)

(2) Here insert name and
membership of Faith-based
Organisation. Where the
declaration is long, add the words
“as follows:” and then set the matter
out in numbered paragraphs.

do solemnly and sincerely declare (2)

AND I MAKE this solemn Declaration conscientiously believing the same to
be true and in accordance with the Statutory Declarations Act Cap 2.14 with the
knowledge that any untrue statement therein can result in criminal prosecution.

(3) Signature of person
making the declaration.

(3)
.....

Declared at (place)

on (date)

before me (in the presence of)

(4) Signature of person before
whom the declaration is made

(4)
.....

(5) Here insert title of person
before whom the declaration
is made.

(5)
.....

APPENDIX 3

FORM 2

MINISTRY OF SOCIAL TRANSFORMATION, YOUTH AND SPORTS

NOTIFICATION OF FBO'S EXISTENCE

NAME (S) OF PERSON HEADING THE FBO:.....
LAST NAME FIRST NAME OTHER NAME(S)

| | |
|----------------------|---|
| PLACE OF BIRTH:..... | SOCIAL SECURITY NO. :..... |
| NATIONALITY:..... | GENDER: <input type="checkbox"/> M <input type="checkbox"/> F |

| | |
|--|--------------------------------------|
| CONTACT INFORMATION: TEL #..... MOBILE#..... FAX#..... E-MAIL:..... | PLACE OF RESIDENCE (ADDRESS): |
|--|--------------------------------------|

NAME OF LOCAL FBO:..... MEMBERSHIP:.....

| | | | | |
|-------------------------------|-----------------------------------|----------------------------------|-------|------|
| MAILING ADDRESS OF LOCAL FBO: | ADDRESS OF REGULAR MEETING PLACE: | DATE ESTABLISHED IN SAINT LUCIA: | | |
| | | DAY | MONTH | YEAR |
| | | | | |

| | |
|--|--|
| NAME OF 'HEAD/PARENT' FBO: ADDRESS OF 'HEAD/PARENT' FBO: | CONTACT INFORMATION: TEL #..... MOBILE#..... FAX#..... E-MAIL:..... |
|--|--|

APPENDIX 4

FORM 3

MINISTRY OF SOCIAL TRANSFORMATION, YOUTH AND SPORTS

APPLICATION FOR REGISTRATION

NAME OF FBO:.....

| | | | | |
|-------------------------------|-----------------------------------|----------------------------------|-------|------|
| MAILING ADDRESS OF LOCAL FBO: | ADDRESS OF REGULAR MEETING PLACE: | DATE ESTABLISHED IN SAINT LUCIA: | | |
| | | DAY | MONTH | YEAR |
| | | | | |

| | | | | |
|---|---------------|-----|----|---|
| CONTACT INFORMATION: TEL #..... MOBILE#..... FAX#..... E-MAIL:..... | Incorporated: | Yes | No | Number of Congregations: Names of Congregations: |
| | | | | |
| | | | | |

NAME (S) OF PERSON HEADING THE FBO:.....
LAST NAME
FIRST NAME
OTHER NAME(S)

| | | | | | | | | | | |
|---|-------|--|---------------------------------|--|-----|-------|------|--|--|--|
| PLACE OF BIRTH:..... | | SOCIAL SECURITY NO. :..... | | | | | | | | |
| NATIONALITY:..... | | GENDER: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 15px; text-align: center;">M</td><td style="width: 15px; text-align: center;">F</td></tr></table> | | | M | F | | | | |
| M | F | | | | | | | | | |
| CIVIL STATUS OFFICER: | YES | NO | DATE APPOINTED (IF APPLICABLE): | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 15%; text-align: center;">DAY</td> <td style="width: 15%; text-align: center;">MONTH</td> <td style="width: 15%; text-align: center;">YEAR</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | DAY | MONTH | YEAR | | | |
| DAY | MONTH | YEAR | | | | | | | | |
| | | | | | | | | | | |
| CONTACT INFORMATION: TEL #..... MOBILE#..... FAX#..... E-MAIL:..... | | PLACE OF RESIDENCE (ADDRESS): | | | | | | | | |
| | | SOURCES OF INCOME: | | | | | | | | |
| NAME OF SIGNATOREE (S) | | | | SIGNATURE OF SIGNATOREE (S) | | | | | | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |

Appendix 5

FORM 4 (A)

MINISTRY OF SOCIAL TRANSFORMATION, YOUTH AND SPORTS

APPLICATION FOR A CERTIFICATE OF EXEMPTION

NAME (S) ON PASSPORT:

.....
LAST NAME FIRST NAME OTHER NAME(S)

DATE OF BIRTH:

PLACE OF BIRTH:

| | | |
|------------|--------------|-------------|
| <u>DAY</u> | <u>MONTH</u> | <u>YEAR</u> |
| | | |

NATIONALITY:.....

PASSPORT NUMBER:..... PLACE OF ISSUE:.....

DATE OF ISSUE:
DAY MONTH YEAR

DATE OF EXPIRY:
DAY MONTH YEAR

| | | |
|-----------|--|--|
| ADDRESS : | LAST ADDRESS (if Applicant has lived outside the State within the past two (2) years): | CONTACT INFORMATION: TEL #..... MOBILE#..... FAX #..... E-MAIL:..... |
|-----------|--|--|

STATUS: Single Married Divorced Separated Widow or Widower

Family relationship with any citizen of Saint Lucia :
.....

| | |
|--|---|
| DATE OF ARRIVAL : <u>DAY</u> <u>MONTH</u> <u>YEAR</u> | OCCUPATION WHICH APPLICANT HAS FOLLOWED FOR THE LAST TWO (2) YEARS: |
|--|---|

| | |
|-------------------------------------|----------------------|
| NAME OF FBO TO WHICH ASSIGNED:..... | |
| ADDRESS: | CONTACT INFORMATION: |
| | TEL #..... |
| | MOBILE#..... |
| | FAX #..... |
| | E-MAIL:..... |

| | | | |
|---|---------------|--|-------------|
| POSITION IN WHICH APPLICANT SEEKS TO BE EMPLOYED: | | | |
| REASONS FOR SEEKING EMPLOYMENT IN SAINT LUCIA: | | | |
| QUALIFICATIONS, TRAINING AND EXPERIENCE IN THIS OCCUPATION: | | | |
| PROPOSED PERIOD FOR WHICH CERTIFICATE OF EXEMPTION IS DESIRED: | | WILL WIFE/HUSBAND OR CHILDREN (FAMILY) OF APPLICANT BE JOINING APPLICANT IN SAINT LUCIA: | |
| FROM:..... | TO:..... | YES | NO |
| IF SO, STATE NAMES OF WIFE/HUSBAND, CHILDREN (DEPENDENTS) WITH DATE OF BIRTH, PLACE OF BIRTH AND NATIONALITY: | | | |
| NAME (S) | DATE OF BIRTH | PLACE OF BIRTH | NATIONALITY |
| | | | |
| | | | |
| | | | |

NB: Additional information which should be provided as attachments: (1) Certified copy of Birth Certificate; (2) Certified copy of passport page with expiration date of passport and Passport photograph including that of dependent ; (3) Curriculum Vitae; (4) Two Reference letters, one must be from last employer; (5) Police Record; (6) Medical Report from a certified physician bearing official stamp of the physician;

I hereby declare that the above information is true and correct.

.....
SIGNATURE OF APPLICANT

.....
DATE

What programme (if any) has employer instituted for training persons belonging to Saint Lucia? Give details of programme, with dates and other relevant information.

.....
.....
.....
.....

I hereby declare that the above information is true and correct.

.....
SIGNATURE OF EMPLOYER

.....
DATE

Appendix 6

MINISTRY OF SOCIAL TRANSFORMATION, YOUTH AND SPORTS

APPLICATION FOR DUTY-FREE CONCESSION ON A VEHICLE

NAME OF (Parent/Head) FBO:.....

| | | | |
|--|------------|---|--------------|
| NAME OWNER/PURCHASER OF VEHICLE: | | CONTACT INFORMATION: TEL #..... | |
| IS OWNER/PURCHASER IN FULL TIME MINISTRY AND MANAGES A SCHOOL? | <u>YES</u> | <u>NO</u> | MOBILE#..... |
| IS OWNER/PURCHASER IN FULL TIME MINISTRY AND IS A CIVIL STATUS OFFICER? | <u>YES</u> | <u>NO</u> | FAX#..... |
| NAME OF BRANCH/ASSEMBLY/CONGREGATION WHICH WILL BENEFIT FROM USE OF VEHICLE: | | | E-MAIL:..... |
| MAILING ADDRESS OF BRANCH: | | ADDRESS OF REGULAR MEETING PLACE: | |

| |
|---------------------------------------|
| <u>PARTICULARS OF VEHICLE:</u> |
| Model: |
| Type |
| Year of Manufacture: |
| Chassis No.: |
| Engine Capacity: |
| Vehicle Identification Number (VIN): |
| Value: |

| Value of Concessions: | | | | | |
|---|-----------------|-------------|--------------------|----------------|--|
| | Consumption Tax | Excise Duty | Environmental Levy | Service Charge | |
| Value | | | | | |
| Total Concessions (Consumptions Tax plus Excise Duty) | | | | | |

NB: Additional information which should be provided/attached: (1) Form 19.01 (2) Asycuda Form

.....
SIGNATURE

.....
DATE

APPENDIX 7

Schedule of Concessions

1. Subventions:

From the effective date of this policy instrument, payments of subventions to Faith-Based Organizations will discontinue. These subventions will be replaced by an expanded regime contained in the schedule of concessions. This measure is designed to ensure greater equity and homogeneity in the provision of support to Faith-Based Organizations.

2. Duty-Free Concessions:

Duty-free concessions are granted in accordance with Cabinet Conclusion No. 1339 of October 12, 1999 and 1512 (b) of November 25, 1999.

Duty-free concessions are granted as follows:

1.1 Vehicles

Duty-free concessions up to a limit of US\$25,000.00 will be granted on vehicles to Faith-Based Organisations provided that such vehicle shall be for the use of:

- a) The head of the registered Faith-Based Organisation;
- b) The Pastor/Priest/Minister/person of equivalent rank of the registered faith-based organization who is in full time ministry and who manages a school;
- c) The Pastor/Priest/Minister/person of equivalent rank of the registered FBO who is in full time ministry and who is a Status Officer.

1.1.1 Duty-free concessions will be granted on a bus/coaster that is purchased and owned by an FBO. The bus/coaster must be registered in the name of the FBO.

- a) For the purchase of a 14-seater, concessions up to a limit of US\$25,000.000 will be granted;

b) For the purchase of a 30-seater (coaster), concessions up to a limit of US\$50,000.000 will be granted.

1.1.2 A minimum of five (5) years must elapse before subsequent requests for duty free concessions on a vehicle will be entertained.

1.1.3 Criteria for use of Vehicles

Vehicles on which duty free concessions have been granted should be solely used for the approved purposes, i.e. the sole use of the FBO;

1.2 Donations

Duty-free concessions will be granted on all food, clothing and shelter including tents that have been donated to an FBO for distribution to the needy. The exemption of Environmental Levy and Service Charge will also be granted in accordance with Cabinet Conclusion 1472 of December 3, 2009. Tents should be used for religious services and/or humanitarian purposes only.

1.3 Building Materials

FBOs must submit an approved plan and Bill of Quantities when applying for concessions on building materials.

1.3.1 One hundred percent (100%) duty-free concession on building materials and supplies for the construction of new buildings or the extension or renovation to existing FBO buildings will be granted.

These include cement, concrete blocks, lumber, doors, windows, toilets, sinks, paint, varnish, roofing materials, floor covering, tiles, electrical fixtures and fittings and plumbing supplies and fixtures, on a case by case basis and subject to verification of Bill of Quantities.

1.4 Office Equipment

One hundred percent 100% duty-free concession on FBO office equipment on a case by case basis and subject to verification of Bill of Quantities.

1.5 Miscellaneous items required for Religious Purpose

One hundred percent (100%) duty-free concession on miscellaneous items required for religious purposes for example candles, communion wine, communion ware (chalices, glasses, trays etc.), vestments and incense, books, periodicals and educational material to be used for religious service and educational purposes.

1.6 Musical and Electronic Equipment

One hundred percent (100%) duty-free concession on musical and electronic equipment including videos, projectors and computers, for religious service and educational purposes.

FBOs should maintain an inventory of the musical and electronic equipment on which duty-free concessions was granted.

