

## What is an Employment Permit?

An Employment Permit is issued to a foreigner who enters the country to take up employment for a period exceeding six (06) months. It can be extended for periods up to a maximum of 10 years. It is issued to a foreigner who is:

- 1) Employed by the Government of Zambia or a statutory body;
- 2) Employed by the private sector, Non-Governmental Organisations (including a person employed as a volunteer) or a religious organization; and
- 3) The spouse and children, over twenty one years, of a foreigner may be issued with Employment Permits if they are to be employed in the family business.

**Note:** All applicants should remain outside Zambia until the permit has been approved.

The permit authorises the holder to enter and re-enter into and to remain within Zambia until the permit expires. However, if it is a first time application and the successful applicant requires a visa to enter Zambia, such a person is still required to apply for a visa to enter the country to collect the permit.

## How to Apply

In order to be able to submit applications online you need to register a user account on the system(<https://eservices.zambiaimmigration.gov.zm/#/sign-up>) and access web site functionality under your personal user account. A user account can be created for an individual applicant, a representative as an Employer, a Practicing Lawyer, or a Registered Immigration Consultant.

**Note:** Only an Employer, a Practicing Lawyer and an Immigration Consultant can apply for Employment Permits on behalf of a prospective expatriate. The individual expatriate cannot do this on their own.

At the home page of the web site, find menu at the top right of the page and use it to access My Profile Register. Complete your registration by completing the registration form.

Once logged in, go to My Workplace. You will see your desired e-service in the Available Permits section. Click on the e-service, to make sure it is highlighted, then click on "Apply for Permit" button. In the New Case form, select the case category, provide other details as needed, click "Next".

## Requirements

- Duly completed application form (Form 23);
- Covering letter from employer addressed to the Director General of Immigration;
- Employment contract or Letter of offer;
- Police clearance from country of residence;
- Curriculum Vitae;
- Registration certificate from the relevant professional body in Zambia (where required);
- Certified copy of qualifications (academic, professional);
- Copy of marriage and birth certificates (where available);
- Certified copy of valid passport (bio data & last endorsement stamp for Zambia);
- Certified Certificate of Share Capital and List of Directors;
- Copy of succession plan which shall include an understudy training program to be conducted by the foreign national to transfer

knowledge and/or skills to the Zambian worker.

- A copy of the Certificate of Incorporation
- In the case of Construction, Mining Sector, ICT, Engineering and other project based engagements, a covering letter specifying the project on which the expatriate would be employed, copy of letter of award specifying completion date and value of project must be submitted;
- Original Press advertisements which have appeared in two leading newspapers in A5 size. Name of Newspaper and date of advert should be clearly visible on the press advert and outcome of selection exercise must also be submitted;
- One recent passport size photographs; and
- Prescribed fee.

## Obligations of Holder

1. The holder of a an Employment Permit shall comply with the conditions specified in the permit and shall not engage, for gain, in any activity, business, trade, employment, profession, study or any other thing not specified in the permit
2. The holder must observe conditions such as the area within which the holder may engage in employment and the nature of the employment in which the holder may engage.
3. A holder of an Employment Permit cannot buy land.
4. A holder of an Employment Permit cannot engage in studies at any institution of learning in Zambia.

## Obligations of Employer

1. An employer shall make effort in good faith to ascertain that no illegal immigrant is employed or to ascertain the status or citizenship of those employed by the employer.
2. An employer shall, on the termination of an employment contract of, or the resignation or dismissal of, a foreign employee who is the holder of an employment permit, surrender the employment permit to the Director-General of Immigration within one month of the termination of the employment contract, resignation or dismissal of the foreign employee.
3. An employer shall, on termination of an employment contract of, or the resignation or dismissal of, a foreign employee who is the holder of an employment permit, be fully responsible for the repatriation of the former foreign employee and other costs associated with the removal or deportation of that former foreign employee if that former foreign employee fails to leave Zambia when no longer in employment.
4. An employer who fails to surrender the employment permit or take responsibility for the repatriation of the former foreign employee and other costs associated with their removal or deportation, commits an offence and is liable, upon conviction, to a fine not exceeding two hundred thousand penalty units.
5. An employer employing a foreigner shall for two years after the termination of such foreigner's employment, keep the prescribed records relating to the foreigner's employment.

6. An employer employing a foreigner shall for two years after the termination of such foreigner's employment report to the Department the termination of such foreigner's employment; and any breach on the part of the foreigner, of the foreigner's status.
7. If an illegal immigrant is found on any premises where a business is conducted, it shall be presumed that such illegal immigrant is or was employed by the person who has control over the premises, unless prima facie evidence to the contrary is adduced.
8. If a foreign employee is moving to operate at different location, the employer must in writing, notify the Director General of such change of address.



DEPARTMENT OF IMMIGRATION

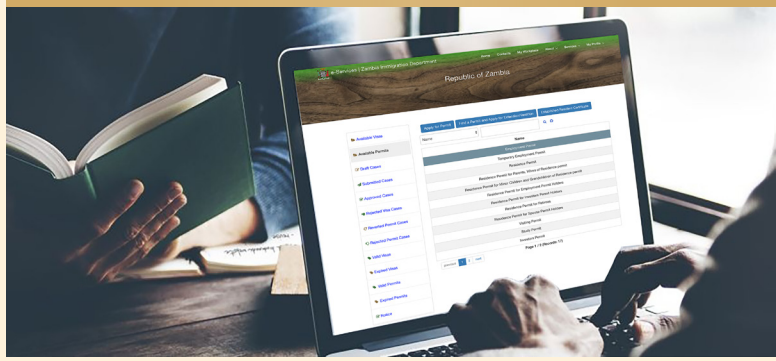
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DEPARTMENT OF IMMIGRATION

# EMPLOYMENT PERMIT



## Key Information

Key Information section containing a grid of small, partially legible text blocks, likely representing various permit types and their details.