

# **Start-up Entrepreneur Programme Application Form**

## Who is this form for? You should use this application form if: You wish to apply for residence status in Ireland under the Start-up Entrepreneur Programme (please tick 1 box only) -For myself only For myself and dependant status for my family. How many family members (excluding main applicant) are included in this application? How to complete this form: • Please fill in your responses in block capitals and place a tick in the relevant box when required You must complete all sections of this form fully or your application will not be processed • You must read, sign and date the data privacy notice on page 3 at X You must read, sign and date the declaration Section 6 at X If a legal representative is submitting this form for you, you must sign the authorisation form Section 6 at X You must pay the €350 fee by electronic funds transfer. This fee is non-refundable. Please ensure you write 'STEP' and your passport number in the 'Reason for Payment' and/or 'Reference' section. The Department's bank account details are: **BIC/SWIFT: DABAIE2D** IBAN: IE75 DABA 9515 9900 0042 43 Name of Account: Department of Justice Bank name: Danske Bank Bank address: 3 Harbourmaster Place, Dublin 1 Where to send your completed application form and supporting documents: You must email your completed application form and supporting documents to: startup@justice.ie If you have any gueries please contact: startup@justice.ie

#### Data privacy notice

#### Data privacy notice

1. The data you provide in this form is collected by the Irish Naturalisation and Immigration Service (INIS) of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: Start-up Unit, Irish Naturalisation and Immigration Service (INIS), Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.

 You can contact the Data Protection Officer for the Department of Justice by writing to: The Data Protection Officer, the Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – dataprotectioncompliance@justice.ie

- 3. We will use the personal data you provide in this form for the following purposes:
  - a) Assessing your eligibility for the Start-up Entrepreneur Programme (STEP)
  - b) Verifying your identity
  - c) We may use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status

4. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:

- a) We are obliged to collect and process this data in order to assess your eligibility for Start-up Entrepreneur Programme (STEP) and if you are successful, we will grant you Stamp 1 immigration permission.
- b) We are obliged to collect and process this data in order to perform a task which fulfils an important public interest. The public interest includes ensuring the effective and efficient operation of the immigration services of Ireland

5. The personal data provided in your application will be stored securely in INIS's databases. It may be shared, if necessary, with the following third parties:

1. Government departments and agencies including the Irish revenue authorities

2. With other jurisdictions in accordance with the OECD common reporting standards CRS – your name, date of birth, address, TIN (tax identification number) and country of tax residence will be shared.

6. Your data may be retained until INIS can be sure that you will have no further contact with the Irish immigration services. This is an indeterminate period as your immigration history in the State may span

your lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

7. The personal data you provide in this form is necessary for us to determine if you meet the criteria for the Programme. If you do not provide this data, we cannot process your application.

8. You have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at

<u>http://www.justice.ie/en/JELR/Pages/Data\_Protection</u> or from any Department of Justice Public Office, and forwarding it to <u>subjectaccessrequests@justice.ie</u> or by post to the Department of Justice Data Protection Officer at the address below. You may be required to verify your identity before we send the information to you.

9. You have the right to ask us to correct any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to Start-up Unit, Irish Naturalisation and Immigration Service, the Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70 explaining what errors need to be corrected or erased or your reasons for seeking the restriction of, or objecting to, the processing.
10. You have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. You will find information about how to make a complaint on www.dataprotection.ie.

# Section 1 Applicant

# Section 1a Applicant's personal details

In this section you will need to provide some personal details about yourself.

1.1 Surname(s) (as shown in passport)														
1.2 Forename(s) (as shown in passport)														
1.3 Name in your own language or script														
.4 Are there any other names by which you are or have been known? (✓)														
Yes No														
If yes, please state names														
1.5 Date of birth         D       /       M       M       Y       Y       Y														
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	er													
1.6 Gender (✓ )	er													
<b>1.6 Gender (✓ )</b> Male	er													
1.6 Gender (✓)         Male       Female         1.7 Nationality	er													
<b>1.6 Gender (✓ )</b> Male														
1.6 Gender (✓)         Male       Female         1.7 Nationality														

Yes

No

lf y	If you answered 'yes' to the above question please give the address(es) here																			

#### 1.11 Email

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#### 1.12 Current Occupation and Business Activities

Please describe your current occupation or business activity, your position with your employer and your duties. Where you are self-employed please give details of your business.

Business Name and Address	Occupation/position with Business	Description of business activity

#### **1.13 Educational Achievements**

Please give details of your University Level Education.

Name of Institution	Details of Academic Awards (degree, grade etc.)	Dates of enrolment
		From// To//
		From// To//
		From// To//

1.14 What is your relationship status? (✓)
Single       Married       Civil partner       Divorced       Widowed         Unmarried Partner       Surviving Recognised Civil Partner
1.15 If you are married or have entered into a civil partnership, please indicate the date, location and country in which this ceremony took place
Date:
D D / M M / Y Y Y Y
Location:
Country:
You must supply a certified copy of your marriage/civil partnership
1.16 Applicant's marriage history
Number of previous marriages: Number of divorces:
Section 1b Passport or travel document details
In this section, you will need to provide details about your passport, or other travel
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In this section, you will need to provide details about your passport, or other travel document.         1.17         Type of Travel Document (✓)         National Passport       Travel Document (internationally recognised)
In this section, you will need to provide details about your passport, or other travel document.         1.17         Type of Travel Document (✓)         National Passport       Travel Document (internationally recognised)
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In this section, you will need to provide details about your passport, or other travel document.         1.17       Type of Travel Document (✓)         □       National Passport       □         1.18       Document number
In this section, you will need to provide details about your passport, or other travel document.   1.17 Type of Travel Document (   1.17 Type of Travel Document (   National Passport Travel Document (internationally recognised)     1.18 Document number   1.19 Place of Issue
In this section, you will need to provide details about your passport, or other travel document.   1.17 Type of Travel Document (   National Passport Travel Document (internationally recognised)     1.18 Document number   1.19 Place of Issue     1.20 Do you hold passports issued by other countries? (

# Section 2 Family details

In this section, you will need to provide some personal details about your family.

Section 2 a	Spouse/Partner details
2.1 Is this person in	ncluded on your application? (✓)
Yes	No
If yes, please fill in t	the remainder of section 2a.
2.2 Surname(s) as s	shown in passport
2.3 Forename(s) as	shown in passport
2.4 Are there any ot	ther names by which your spouse is or has been known? ( $\checkmark$ )
Yes	No
If yes, please state	names
2.5 Date of birth	Y Y Y Y
2.6 Gender (✓ )	
Male	Female Other
2.7 Nationality	

You will need to provide details about your spouse/partner's passport, or other travel document.

2.8	Ту	/pe	of T	rav	el D	ocu	mei	nt (	<b>√)</b>															
	١	Vatio	onal	Pas	spo	rt							ocu onall			nise	d)							
2.9	Dod	cum	ent	nun	nbe	r																		
2.10 (√)	) Do	bes	you	r sp	ous	se/pa	artn	er h	old	pa	sspo	orts	iss	ued	by	othe	er co	oun	trie	s?				
Yes	6					No																		
lf ye	es p	olea	se g	jive	deta	ails																		
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<b>2.1</b> 1	ls	γοι	ır sp	ous	se/p	artn	ners	cur	ren	t ad	ldre	ss t	he s	am	e as	s yo	ur c	urre	ent a	addı	ess	? (v	()	
Yes	5					No																		
lf no	o pl	eas	e gi	ve c	deta	ils																		
2.12	v v	/her	h dic	1 vo	urs	nou	ise/	narf	ner	sta	rt liv	vinc	ı at '	this	ado	ires	c							
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		]/[		/				_																
2.13	8 Ha	as y	our	spo	ouse	e/pa	rtne	r ev	er li	iveo	d in	Irela	and	? (√	)									
Yes	3					No																		
lf ye	es p	olea	se p	orov	ide	Per	son	al P	ubli	c S	ervi	ce I	Num	ber	ˈ(lf a	appl	icat	ole)						

2.14 Wi	2.14 With reference to your spouse/partner please state:																		
Number	Number of previous marriages: Number of divorces:																		
2.15 Ha	2.15 Has your spouse/partner any criminal convictions in any country? ( $\checkmark$ )																		
Yes	Yes No																		
lf yes p	leas	se g	ive	deta	ails														

In this section, you must provide details about your dependent children even if they will not come to live with you in Ireland.

Full name of child including surname	Sex	Date of Birth	Country of Residence

Section 2 c Child 1

2.16	2.16 Is this person included in your application? (✓) Yes No																			
Yes						No														
2.17	2.17 Surname(s) of child																			
	2 18 Forename(s) of child																			
2.18	2.18 Forename(s) of child																			
D	2.19 Date of birth D D / M M / Y Y Y Y 2.20 Gender (✓) Male Female Other																			
2.21	Nat	tior	nalit	у						-						 				
2.22	Cu	rre	nt A	ddr	ess											 			 	

You will need to provide details about your child's passport, or other travel document if you are including her/him in this application

2.23 Type of Travel Document (✓)
National Passport Travel Document (internationally recognised)
2.24 Document number
Section 2 c Child 2
2.25 Is this person included in your application? (✓)
Yes No
2.26 Surname(s) of child
2.27 Forename(s) of child
2.28 Date of birth         D       D       M       M       Y       Y       Y
2.29 Gender (✓ )
Male Female Other
2.30 Nationality
2.31 Current Address
You will need to provide details about your child's passport, or other travel document if you are including her/him in this application 2.32 Type of Travel Document (✓)

National Passport

Travel Document (internationally recognised)

2.33	B Do	cur	nen	t nu	mb	er				

If you have more dependent children, please provide their details on a separate sheet. Details should include all of the above information.

2.34 Are these	childr	en in your	care and	d legal (	custod	y? (√)				
Yes		No								
lf no please giv	ve deta	ails								
									L	
2.35 Does any children? (✓)	other	person hav	ve custo	dial, ac	cess o	r guard	lianship	right	s to any	of these
Yes		No								
lf yes please g	ive det	tails								
	L. L.			1 1	1 1			_11		
2.36 Are there	any le	gal impedi	ments to	o the ch	ildren'	s resid	ence in	Irelar	nd? (√)	
Yes		No								

lf y	es p	leas	se g	ive	deta	ails									

## Section 3 Start-up Business in Ireland

Section	
3.1. Name o	of Business:
3.2	Type of Funding:
3.3	Own resources
3.4	A business loan
3.5	Seed funding
3.6	Grant from an Irish State Agency

#### 3.7 Name of Company Director

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I												

#### 3.8 Name of Company Shareholders and % of Shareholding

# 3.10 Have any persons named above been convicted of a criminal offence in any country including any conviction which is removed from official records?

Ye	S			No		lf y	es, v	whe	re a	nd v	vhei	า?				

# Section 4 Funding Narrative

Please outline the source of the funding you will use to support yourself in Ireland while establishing your business.

# Section 5 Character

This section should be completed in respect of you and your family members included in this application.

-		l of a criminal offence in any country (including any d from official records)? (✓)
Yes	No	
5.2 Have been cha court? (✓)	arged/indicted v	vith any offence for which you have not yet been tried in
Yes	No	
5.3 Have you beer	n refused a visa	or refused entry to any other country? ( $\checkmark$ )
Yes	No	
5.4 Have you been	removed or de	ported from any country (including Ireland)? ( $\checkmark$ )
Yes	No	
5.6 Have you been	excluded from	or asked to leave any country (including Ireland)? ( $\checkmark$ )
Yes	No	
5.7 Have you ever crimes against hu		in, or been suspected of involvement in, war crimes, cide? (✓)
Yes	No	
_		ed with, been a member of, or given support, to a terrorist , supported financially, or encouraged terrorist activities?
Yes	No	
5.9 Have you any o any other Irish pu	-	ots (including tax liabilities) to the Irish Government or (✓)
Yes	No	

5.10 been involved in any activity or been convicted of any offence, relating to the illegal movement of people to any country (including Ireland)? ( $\checkmark$ )

Yes

No

If you answered 'yes' to any of the above questions you must state to whom it applies and give all relevant details in the additional details section below. If the matter relates to a criminal conviction, please give the nature of the offence, the sentence imposed and the dates of any period of imprisonment or other detentions. Failure to disclose any material matter means that you will have made a false declaration, which will adversely affect this application

#### **Additional Details**

#### Section 6 Declaration

- 6.1 I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any material way after it has been signed, my application may not be accepted and any residence permission issued on foot of such an application may be revoked. I may also be committing an offence and I may be prosecuted.
- 6.2 I have provided true and correct answers to the questions in this form. I have listed all my family members, including any adopted by law or by custom and understand that the non-declaration of any family members may result in that family member not being recognised as part of my family in future applications.
- 6.3 I will inform the Irish Naturalisation and Immigration Service of any relevant fact or change of circumstances that may: (i) affect the decision on my application for permission under the Start-up Entrepreneur Programme, or (ii) affect the decision to grant a permission under the Start-up Entrepreneur Programme.
- 6.4 I declare that there are no matters or warrants outstanding, or investigations of any kind, which could have any current or future effect on the assessment of my good character or the good character of any other persons included in this application.
- 6.5 I understand that the Irish Naturalisation and Immigration Service does not licence, sanction [or interact] with independent immigration advisors and that any advice I have received from such an advisor will have no bearing on the consideration of my application by the Irish Naturalisation and Immigration Service.
- 6.6 I authorise the Irish Naturalisation and Immigration Service, and any Government Agency or other party to evaluate the commercial aspects of my plan or its funding and make any enquiries it deems necessary and share this information with other Government Agencies (including overseas agencies) to the extent necessary to make decisions about my immigration status. I also consent to any organisation providing relevant information to the Irish Naturalisation and Immigration Service about me.
- 6.7 I accept that any advice given to me by INIS before submitting this application form was intended to assist me and acting on that does not mean that any later application for residence will be granted.
- 6.8 Should my residence application be approved, I understand that my residence permission will be subject to the conditions of the Start-up Entrepreneur Programme. These conditions will be that my business remains in place, do not access public funds, and comply with all laws and regulations of the Irish State.
- 6.9 I declare that the funds I have nominated in this application were lawfully earned or acquired and that I will transfer them to Ireland according to the requirements of the Start-up Entrepreneur Programme.

#### Signature

Date of application

X													l	_/	_/		
Full	Na	me	(i	n bl	ock	lett	ers)										

## Section 7 Nomination of legal/financial representative

Applicants may nominate a legal or financial representative to communicate with the Irish Naturalisation and Immigration Service on their behalf. The nominated party must meet one of the following criteria:

- The nominee is a practicing member of the Law Society of Ireland.
- The nominee is a practicing member of a prescribed accountancy body in Ireland.
- The nominee works for a financial services company that is regulated by the Central Bank of Ireland

#### 7.1 Name of Nominee

# 7.2 Address of Nominee Image: Image

#### 7.3 Telephone Number of Nominee

# 7.4 Email address of Nominee

7.	5 No	min	ee's	rele	evar	nt g	ove	rnin	g bo	ody	me	mbe	ersh	ip r	um	ber				

#### Official stamp of Nominee:

### Section 8 Supporting document checklist

# This list is not exhaustive, please refer to the Guidelines to ensure that you are providing all evidence required to support your application. See <u>http://www.inis.gov.ie</u>

#### **Evidence of Identity**

- Certified copy of passport of applicant
- Certified copy of passport of spouse/partner (if applicable)
- Certified copy of passport of dependant children (if applicable)

#### **Evidence of Family Relationships (if applicable)**

- Evidence of legal marriage/partnership
- Evidence of de facto relationship
- Certified birth certificates of children
- Evidence of guardianship/custody/adoption

#### **Evidence of funds**

- Narrative explaining source of funds
  - Evidence of funds available
- Evidence of source of funds

#### **Evidence of Business**

Business plan

#### Character

- Police report for applicant
  - Police report for spouse/partner/dependants aged 18-24 included in the application (if applicable)

#### **Application Fee**

Proof of payment of non-refundable €350

#### **Other Relevant Information**

C.V of applicant (2 pages maximum)

Personal narrative of applicant (500 words maximum)