



MINISTRY OF EMPLOYMENT, TRADE, INDUSTRY AND DIASPORA AFFAIRS
GOVERNMENT OF THE COMMONWEALTH OF DOMINICA



RETURNING NATIONALS INFORMATION MANUAL

Returning Residents Information Manual

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1. INTRODUCTION

In recognition of the significant contributions of returning nationals to the socio-economic advancement of Dominica, the Government took a decision to grant certain tax concessions on motor vehicles and household goods imported by such persons upon their resettlement in the country.

This manual is intended to provide relevant and up-to-date information to facilitate the smooth resettlement of Dominicans living in the Diaspora. It is hoped that this information will assist in clarifying certain processes and reducing or eliminating any difficulties in the reentry process. In addition to information on tax concessions, information is presented on other areas that the returnee may find useful.

2. THE REGIONAL INTEGRATION & DIASPORA UNIT (RIDU)

One of the functions of the RIDU is to facilitate the Government's mandate to increase investment and participation of the Diaspora in Dominica's development and to encourage Diaspora Dominicans to work or retire in Dominica. Some of the key roles of the Unit, as relates specifically to the Diaspora, include:

- Build networks between the Diaspora and Dominica in areas that will stimulate socio-economic development.
- Encourage and foster the participation of Dominicans overseas in all aspects of national development.
- Liaise with overseas Diplomatic and Consular Missions as well as with established Diaspora Associations for the channelling of information to the Dominican communities abroad.
- Assist Returnees with the resettlement process by providing relevant and up-to-date information.
- Encouragement and facilitation of visiting overseas Dominicans seeking to share their skills and services.

3. ELIGIBILITY FOR RETURNING RESIDENT STATUS



A person shall be deemed to be a returning resident if they have returned for permanent residence, have attained the age of **18 years** and fall within any of the following categories:

1. A citizen of Dominica by birth, descent (child, stepchild or adopted child) and naturalization who has resided outside of Dominica continuously for at least the last **seven (7)** years.
2. The non-Dominican spouse of a Dominican national accompanying him/her to reside permanently in Dominica and who has resided outside of Dominica continuously for at least the last **seven (7)** years (In this instance either the Dominican national **or** his/her non-Dominican spouse will qualify, not both).
3. Students who have attained the age of 18 years and have studied abroad for more than one(1) year will qualify for concessions in respect of books, tools of trade, computer hardware (i.e. hard drives, monitors and printers) and software (i.e. diskettes and software on diskettes and Cd Roms) and other used personal effects. Students are not entitled to motor vehicles duty free.

The Returning Resident must prove prior ownership of the items in the country of residence upon their importation into Dominica. Receipts and invoices for goods should be made available upon request by the Customs Officer. The household and personal effects must be kept by the Returning Resident for his/her personal use; and may NOT be sold, lent, hired out, exchanged or otherwise disposed of after duty free concession has been granted.

Persons should note that concessions on household/personal effects and motor vehicles will be granted to a returning national **ONLY ONCE**. Only one member of a family returning home will be eligible. A family returning home may consist of a husband, wife and children below the age of eighteen (18).

4. DOCUMENTS REQUIRED TO DETERMINE ELIGIBILITY

The Customs and Excise Department administers eligibility for Returning Resident concessions. In the case of motor vehicles, the Policy Formulation Unit of the Ministry of Finance is responsible for the actual granting of duty

free concessions. The returning resident will be required to attend a brief interview at the Customs and Excise Department and may be referred to the Ministry of Finance by the Comptroller of Customs. It is advised that this be done immediately upon importation of the goods in Dominica, and before beginning the process of clearance of the imported items.

In order to establish eligibility as a returning resident, the following documents must be presented to the Comptroller of Customs:

- a. Dominican passport (current and expired) dated back to at least seven (7) years prior to date of relocation to Dominica.
- b. Documentary evidence to substantiate residential status outside of Dominica for more than seven (7) years including but not limited to; entries in foreign passport, alien resident card or work permit accompanied by job letter, letter of separation from employer, tax returns for the last three (3) years, pay stubs, W2 forms, evidence of bills honored while residing abroad, copy of retirement papers/pension advice and drivers license.
- c. Documentary evidence to substantiate the applicant's intention to re-establish permanent residence in Dominica. This could include for example proof of retirement, proof of ownership of dwelling house or land in Dominica or proof of planned investment in Dominica. Copy of light bill, copy of water bill, lease agreement/rent receipt, letter from prospective employer, evidence of employment contract; contractors agreement, planning approval for dwelling construction and evidence of disposal of property owned in the foreign country.
- d. In the case of students, a letter from the university, college or educational institution attended, confirming the duration of the course of study or time spent at the institution, copy of I-20 Form, copy of transcript, diploma/degree or college student ID/badge.

5. CONCESSIONS GRANTED TO RETURNING RESIDENTS

A. HOUSEHOLD & PERSONAL EFFECTS



Personal and household effects (new or used) include personal items of clothing, toiletries, furniture, household equipment and appliances and tools of trade

that are necessary to re-establish a home in Dominica. It *excludes* motor vehicles, building materials, foodstuffs and liquor. Personal and household effects may be imported by qualifying Returning Residents free of Import duty and VAT. Please note that Excise Tax (28%) and Custom Service Charge (3%) are applicable. Additionally, there are several Renewable Energy Items which can be imported free of Import Duty and VAT by all. A complete and quantified Customs Declaration of the items on which concessions are requested must be presented to the Comptroller of customs, upon arrival. Information pertaining to the list of Renewable Energy Items can be obtained from the Customs & Excise Department.

B. TOOLS OF TRADE

Tools of Trade are defined as follows:

That type and amount of instruments, tools, and devices as would be usually used in the normal course and scope of a person's profession, trade or occupation without utilizing additional Labour.

Tools of Trade, whether used or new, will be admitted free of Import Duties and VAT. Environmental Surcharge (1.5%) and Custom Service Charge (3%) are applicable. The Returning Resident must satisfy the Customs Officer that the items are for the sole use of the individual for purposes of income generation; the individual is qualified to use them, they are of the type and quantity that can be used; and they are not imported for sale. Tools of trade do not include plant machinery, equipment and vehicles. **Please note that a concession for Tools of Trade is granted to each qualified individual within a family i.e. for more than one person in a family, if necessary/appropriate.**

C. CLEARANCE OF HOUSEHOLD AND PERSONAL EFFECTS

The returning resident will be required to have a Customs Declaration prepared by a Broker. The Declaration must indicate **all** the items he/she has imported into Dominica including the quantity and value of each item as far as possible. The "Returnee" will be required to attend a brief interview at the Customs and Excise Department by a Senior Customs Officer who will determine eligibility for Duty-Free Concessions.

Note: Upon request, a container may be inspected at the “Returnees” premises by the Customs Department. A fee of \$25.00 per hour, per officer is charged for the inspection/ examination of containers on Mondays between 5:00 p.m. and 7:00 p.m., Tuesdays to Fridays between 4:00 p.m. and 7:00 p.m. and Saturdays between 8:00 a.m. and 7:00 p.m. A fee of \$30.00 per hour, per officer is charged for the inspection/examination of containers on Mondays to Fridays between 7:00 p.m. and 8:00 a.m. the following day, Saturdays between 7:00 p.m. and midnight, and all day on Sundays and bank holidays.

Mileage charges are also applicable for transportation of containers to the “Returnee’s” destination. Importers are also expected to meet the transportation cost of the Custom Officer to and from the “Returnees” residence. All such charges are payable to the Comptroller of Customs.

I. Timeframe for the Importation of Belongings

Household and personal effects or a vehicle can be shipped in advance of arrival but they should arrive ideally, no more than three (3) months before permanent return/relocation to Dominica. They will remain in the custody of the Dominica Air and Sea Port Authority. Port storage dues will be charged and are the responsibility of the “Returnee”. Items may be cleared by a representative / proxy of the “Returnee” after an amount is deposited with the Comptroller of Customs to cover the applicable duties. This deposit can be recovered upon the applicant’s arrival to Dominica, after the processing of a Customs Declaration.

If all belongings are not shipped in one consignment, the remainder can be brought in duty free (from the country where the “Returnee” resided) within three (3) months after the date of arrival in Dominica.

II. Extensions

An extension may be granted in extenuating circumstances by application to the Financial Secretary, within three (3) months of the “Returnees” arrival in Dominica. The applicant therefore ought to ensure that all items intended to be imported are indicated to the Customs Officer in the initial interview as these are the only ones that will be considered for an extension.

D. VEHICLES



A vehicle can be either imported or purchased locally from an authorized motor vehicle dealer. Qualifying returning residents are allowed to import *one* motor vehicle (new or used) free of Import Duty and VAT. The vehicle must be imported from the country where the applicant resided continuously for the past 7 years immediately before returning to Dominica. Note that excise tax (28%) and Customs Service Charge 3% must be paid. Additionally, an Environmental Surcharge of \$3000 is applicable if the vehicle is 5 years or older and 1% if the vehicle is less than 5 years old.

If a vehicle is purchased locally, it **must** be done through an authorized motor vehicle dealer within three (3) months of the “Returnee’s” arrival to Dominica.

The following conditions shall apply:

- The Returning Resident will be required to enter into an agreement with the Comptroller of Customs.
- The vehicle shall not be sold, given away, exchanged, or otherwise disposed of within a period of five (5) years without the payment of the applicable duties;
- The vehicle may be sold *after* five (5) years without the payment of customs duties (with the approval of the Minister for Finance after consultation with the Comptroller of Customs);
- The Comptroller of Customs must be informed of the custody of the vehicle if the ‘Returnee’ leaves Dominica for a period of less than six (6) months;
- Where the ‘Returnee’ leaves Dominica for a continuous period of over six (6) months, except for special circumstances as determined by the Financial Secretary, all applicable duties will be immediately paid in full.
- If any term of the agreement is violated, the Comptroller reserves the right to seize the said vehicle as being liable to forfeiture pending payment of the applicable duties in full. *The Comptroller can also sell the vehicle by public auction after a period of two (2) months from the date of seizure.*

I. Customs Procedures When Clearing Vehicles

Documents Required for Vehicle Clearance:

1. Bill of Sale
2. Certificate of title
3. Foreign Registration papers
4. Export documents
5. Insurance Policy
6. Police Certificate of Registration

Steps: Please follow the order of the outlined procedures:

1. Attend interview at Customs and Excise Division at the Woodbridge Bay in Fond Cole.
2. In the event that the individual qualifies for duty free concessions, they will be required to register the vehicle with the Inland Revenue Division, and then proceed back to the Customs Department with copies of the registration documents, including the Registration Number to complete the transaction.
3. The customs Declaration will then be completed and submitted for processing and payment.
4. The applicant will then be required to sign an agreement with the comptroller of Customs stating the terms and conditions of the duty free concession.
5. Proceed to the importing station and present all documents indicating customs payment and release to the Port Authority for clearance of the vehicle. A third party Insurance cover note for at least one day must be obtained from a local provider in order to get the vehicle cleared out of charge from the Port to the Inspection and Licensing Department.

Note: The Customs and Excise Division is a distinct entity from the Dominica Air and Sea Port Authority which is an independent statutory body. Queries pertaining to storage charges must be directed to the Dominica Air and Sea Port Authority and not the Customs and Excise Division.

II. Registration of Vehicles

Procedure:

1. Clear vehicle at Customs.
2. Submit signed and stamped Customs Declaration Form to Inland Revenue Division to license the vehicle. A registration number will be issued. Note that the cost for registration is \$100 and the cost for licensing is dependent on the weight and purpose of the vehicle - for example private, commercial or hire.
3. Get the vehicle fully insured. A Vehicle Assessment Report must first be obtained from an assessor recommended by that insurance company. The Insurance Company will issue a Cover Note.
4. The Insurance Cover Note and Vehicle Assessment Report must be taken to the Traffic Department on High Street where the vehicle will be inspected and a Certificate of Inspection issued. The Certificate of Inspection must be taken to the Inland Revenue Division where the license will be issued.

An import license is NOT required for the importation of oversized vehicles. For information on restricted accessories please contact the Licensing Department.

Persons importing vehicles that are left-hand drives are required to imprint the words: "Left Hand Drive" at the back of the vehicle.

Persons not in possession of a valid Dominican license may drive on a valid overseas license for up to three (3) months with a permit issued by the Traffic Department. This can be obtained at the Ports of entry, upon arrival. A Dominican license can be obtained with the presentation of a valid overseas license and proof of Dominican citizenship.

6. A. PASSPORT APPLICATIONS

To apply for the new machine readable passports, persons may submit their non-machine readable passports, **whether valid or not**, along with a completed application form, 2 recent photographs and a receipt of payment from the Treasury department.



Persons who intend to collect passports on behalf of others must present a written order from the passport applicant or passport holder, authorizing release of the passport to the bearer of the written order. For applicants residing overseas, the order **MUST** be notarized.

In all cases where passports are being received, valid picture identification (Limited to drivers licenses, social security cards or passports), must be presented in order to receive a passport, whether for one's self or for a third party.

For the convenience of the general public, application forms for Commonwealth of Dominica Passports are available at the following locations:

- Portsmouth - Portsmouth Police Station
- Marigot - Melville Hall Airport (Immigration Office)
- Canefield - Canefield Airport (Immigration Office)
- Roseau - Treasury Department on Hillsborough Street
- Immigration Department at Police Headquarters, Roseau

Passport application forms are also available at most Village Council offices or they can be accessed electronically from the following websites;

- www.Dominica.gov.dm.
- www.un.int/wcm/webdav/site/dominica/shared/.../Passport%20Form.pdf

Issued by Ministry of Legal Affairs

The passport applicant has two processing options:

- (1) The application forms with the applicable fees may be sent to a relative/ friend in Dominica who can also endorse the application and deliver it to the Immigration Department. It is not advisable to mail the applications to the Immigration Department as they are not responsible for mailing of passports to applicants; neither can they endorse the applications.
- (2) The application forms and the applicable fees can be submitted to the High Commission, Consulate or Embassy in the country where the applicant resides. Additional fees will be charged to have the form couriered to and from Dominica. The applicant will be contacted for pick-up by the relevant office, upon the arrival of their new passports from Dominica.

6. B. BIRTH, DEATH AND MARRIAGE CERTIFICATES

1. Complete the on-line Application forms at http://www.dominica.gov.dm/cms/index.php?q=node/917#online_application
2. Write a letter to the Registrar General, giving the details relevant to the certificate as outlined below. Remember to include the return address to which the certificates should be posted.

3. *Birth Certificate*

- The person's full name
- Date of Birth
- Place of Birth (that is where in Dominica the person was born)
- Mother's full name at time of birth

Death Certificate

- The person's full name
- Date of Death

Marriage Certificate

- The Husband's full name
- The Wife's full name, including Maiden Name
- Date of Marriage

4. Enclose an International Postal Money Order for US\$5.00 to cover the cost of each Certificate plus postage.
5. Address the letter to:
The Registrar General
Registry Department
Dame Eugenia Charles Boulevard
Roseau
Commonwealth of Dominica
West Indies

The Registry Department can be contacted at:

Telephone: (767) 266-3388

Fax: (767) 440-3753

E-mail: registrar@cwdom.dm

6. C. FIREARM LICENSES

A permit from the Commissioner of Police is required to use/import any firearm/ammunition on which the applicant is seeking duty free concessions. The applicant must provide a passport photo and a copy of their Firearm License to the CID at Police Headquarters where a Firearm Application Form must be completed. Persons who are not present license holders must obtain a Certificate of Proficiency from either Platinum Security or the Dominica Rifle Club. Processing time for applications is three (3) months.

6. D. LAND PURCHASE

For persons desirous of purchasing land in Dominica it is advisable to procure the services of a local lawyer or real estate agency to facilitate the process. For information pertaining to lawyers offices one may contact the Ministry of Legal Affairs at telephone number (767) 266-3003 or email them at legalaffairs@cwdom.dm.

6. E. APPLYING FOR WATER CONNECTION

Company Contact Information:

DOWASCO

P.O. Box 185, High street, Roseau, Dominica

Email: dowasco@cwdom.dm

Tel: (767) 448-4811



Documents needed:

1. Copy of land Certificate of Title to prove land ownership. If the applicant is a tenant, a letter of authorization from the landlord is necessary.
2. Picture ID
3. Application form - obtained from DOWASCO office
4. Initial deposit of \$300.

Procedure:

Complete the application form and submit it to the DOWASCO office along with the above documents. A letter of approval will be issued which the applicant must take to the Public Works Corporation in Goodwill, Roseau.

There a fee must be paid before the pipes can be laid by DOWASCO. The approval period is dependent on the location of the applicant's property.

6. F. APPLYING FOR ELECTRICITY CONNECTION

Company Contact Information:

DOMLEC
18 Castle Street
Box 1593, Roseau, Dominica
Tel: (767) 448-2681 / 1-800-744-2681

Documents needed:

1. Copy of land Certificate of Title to prove land ownership. If the applicant is a tenant, a letter of authorization from the landlord is necessary.
2. Picture ID
3. Certificate for temporary installation from the Government Electrical Division

Procedure:

Contract a trained electrician to have the building wired. Complete application for electricity at the Government Electrical Division where a Certificate for temporary installation will be issued. This must be taken to DOMLEC as well as the other listed documents above. DOMLEC normally installs electricity within seven (7) working days.

6. G. ENROLLMENT IN SCHOOLS

Documents required; Birth Certificate, Immunization Record and a copy of the transcripts from the school in the host country. The local school must be contacted for other specific requirements such as enrollment fees.



6. H. POLICE RECORDS

In order to acquire a police record, two (2) passport photos and a Dominican ID should be presented to the Superintendent of the CID. If the applicant is not in Dominica, a **notarized** letter must also be presented to the CID authorizing the delivery of the police record to another individual.

7. INVESTMENT INCENTIVES

The Government of Dominica encourages the development of new businesses and the expansion of existing ones, and as part of its contribution to the development of these businesses. The Government of Dominica provides a range of fiscal incentives to investors under the following legislations:

(1) **The Income Tax Act, Chap. 67:01 of the 1990 Revised Laws of Dominica,**

(2) **Fiscal Incentives Act, Chap. 84:01 - Services, Agri business, Manufacturing**

- The granting of a tax holiday of up to fifteen (15) years for approved investment;
- Exemption from payment of import duty on raw & packaging materials, building materials, furniture & fittings, and operation vehicles;
- An Alien Land Holding License can be waived for approved Agri-Business and Manufacturing projects;
- Withholding Tax Exemptions on dividends, interest payments, and other relevant external payments;

(3) **Hotels Aid Act, Chap. 85:01; Income Tax Act, Chap. 67:01 - Tourism Accommodation**

- The granting of a tax holiday of up to twenty (20) years for approved hotel and resort developments;
- Exemption from payment of import duty on building materials, furniture & fittings, operation vehicles, machinery and equipment for construction, and for upgrading, expansion and renovation of hotel properties;
- An Alien Land Holding License can be waived for approved hotel projects;
- Withholding Tax Exemptions on dividends, interest payments, and other relevant external payments;

(4) **Value Added Tax (Amendment) Act, No. 4 of 2006**

Value Added Tax (Amendment) Act 2006 allows for the exemption from the provisions of the Value Added Tax Legislation in respect of capital investments for the initial investment up to commencement of operations. This benefit shall be extended only to direct imports of approved capital items on the Master List consigned directly to the approved enterprise.

Persons who are investing in the Tourism Sector, Manufacturing Sector, Agro-processing Sector, Information & Communication Technology Sector and any other approved sector can qualify for concessions once their project meets all the necessary requirements.

APPLICATION PROCEDURES FOR APPLYING FOR FISCAL INCENTIVES

Any enterprise - small, large, domestic, or foreign - can apply for incentives. In practice, the applicant obtains an application form from the Invest Dominica Authority (IDA) which facilitates the process. Applications for investment projects amounting to two (2) million dollars can now be approved by an Approval Committee based on the recommendations of the IDA.

Applications for investments which exceed two (2) million dollars are submitted to a full session of the Cabinet by the IDA. Cabinet's decision is subsequently communicated to the Invest Dominica Authority which informs the applicant of the decision.

Application Forms for Concessions must be obtained from the Invest Dominica Authority at the address below. Further information is also available on their website at **www.investdominica.com** or at their office at:

Invest Dominica Authority
Financial Centre Floor 1
Roseau
Commonwealth of Dominica

Tel: (767) 448 2045
Fax: (767) 448 5840
Email: info@investdominica.dm
Website: www.investdominica.com

8. INTERNATIONAL FINANCIAL SERVICES

Companies registered under the International Business Companies (Act No. 26 of 1996) are exempt from the payment of taxes, duties, and similar charges for a period of twenty (20) years from the date of incorporation.

The Financial Services Unit of the Ministry of Finance is the agency responsible for all International Business Companies (IBC's). IBC's are regulated by the Office of the Registrar of Companies.

Financial Services Unit
Ministry of Finance and Planning
Government Headquarters
Roseau
Commonwealth of Dominica
Tel: (767) 448 2401 Ext. 3558
Fax: (767) 448 0054
Email: fsu@cwdom.dm



9. IMPORTATION OF DOGS AND CATS

Animal Health Guidelines to obtain an Import Permit

- The animal must be examined by a licensed and accredited Veterinary authority in the exporting country, and a certificate issued indicating the health status of the animal.
- The animal must be free from internal and external parasites.
- The animal must be tested and treated for Heart Worms and certified Heart Worm free for export.
- The health records indicating the Immunization Status of the animal must be provided with a current DHLPP+C Immunization Record or any other endemic diseases of importance.
- Dogs and cats coming from **all Countries** must be immunized with an approved Rabies Vaccine by an official veterinarian stating type, serial number, date of expiration and date of administration, at least 30 days and not more than one(1) year prior to exportation of animal.
- A blood sample must be taken from the animal and sent to a reputable Rabies Reference Laboratory to perform the RNATT*/FAVN, and the

*RNATT- Rabies Neutralizing Antibody Titration Test

result must be sent directly to the Veterinary Services prior to issuing an import permit. The test result must show a serum antibody level of at least 0.5 IU/ mL

- The test must be done not less than one (1) month after vaccination with an approved Rabies Vaccine.
- An Import permit will be issued once the requirements are met, and sent to the importer by fax or email.
- Animals and associated documents will be examined on arrival at Port by a Quarantine Inspector who reserves the right to reject or accept the animal based on its condition.

N.B.: Please note that the test takes 3-4 weeks or longer before a result can be obtained. Please be guided by this information in relation to your travel plans. Processing and other fees may apply.

The Livestock Development Unit of the Division of Agriculture at the Botanic Gardens, Roseau can be contacted for information on the importation of meat and meat products:

Telephone: (767) 266-3827/3824

Fax: (767) 448-8632 / (767) 448-7999

Email: agrivet4@hotmail.com/forestvet@gmail.com

10. IMPORTATION OF PLANTS

Importers wishing to import plants, plant parts, plant products, seeds or other such regulated items into Dominica must complete an Application for Import Permit from the office of the Plant Protection and Quarantine Service of the Division of Agriculture.



The Permit must state: Country of origin, name and address of importer, name of produce, quantity and weight, mode of transport and expected date of arrival.

- Applications must be submitted AT LEAST ONE WEEK prior to arrival of goods.

- Imports permits cost EC ten (\$10.00) dollars and are valid for one consignment only.
- All agricultural produce imported must be accompanied by a Phytosanitary Certificate issued by the competent authority in the country of origin of produce.
- All produce **MUST BE INSPECTED** upon arrival by the Plant Quarantine Inspector.
- The Plant Quarantine Inspector reserves the right to reject, intercept, confiscate or accept the produce based on its condition.
- All imported produce must be free from soil, pest and diseases.
- No **USED** packaging materials are allowed entry into the country.

Further information and a list of prohibited plant materials and products can be obtained from the Plant Protection and Quarantine Services department of the Ministry of Agriculture:

Tel: (767) 266 3802 or 266 3803

Fax: 767 448 8632

Email: agriquarantine@gmail.com

11. HEALTHCARE SERVICES

There is a 225 bed secondary care hospital located in the capital city of Roseau. There is also a network of 52 health centers island-wide, two (2) 28-bed cottage (primary care) hospitals located in Marigot and Portsmouth, and a private medical facility at Mero.

Two (2) private medical laboratories in Roseau (La Falaise House and Medicus Diagnostic) provide a range of testing services. A private retirement facility at Morne Daniel caters for the elderly. Several specialists provide services in the areas of General Surgery, Dermatology, Paediatrics, Orthopedics, Obstetrics and Gynecology, ENT, Ophthalmology, Gastroenterology, Intensive Care and Radiology to name a few.

A Hyperbaric Chamber for treating deep sea diving decompression illness is also available. Air Ambulance service is accessed from the neighboring Islands of Martinique and Guadeloupe.



12. BANKING INFORMATION

BANKING PROCEDURES

A foreign currency bank account can be allowed on application to the Financial Services Unit (FSU) of the Ministry of Finance, through the banking institution with which the account will be held. The major consideration is that the applicant must have a source of foreign earnings/income. Repatriation of capital can be allowed, usually to the extent of the percentage of the foreign participation in the company.

Currency Exchange: US\$1.00 = EC\$2.70 (official rate, fixed). Information on the exchange rates for all other currencies may be obtained from the respective banks as their rates vary daily.

BANK RATES

Selling: US\$1.00 = EC\$2.7169

Buying:

Notes: US\$1.00 = EC\$2.67

Drafts: US\$1.00 = EC\$2.6882

Wire Transfer charge: US\$16.67 - US\$27.78 per transfer depending on bank used.

LIST OF COMMERCIAL BANKS OPERATING IN DOMINICA

National Bank of Dominica Ltd.

Hillsborough Street

P. O. Box 271

Roseau

Commonwealth of Dominica

Tel: 767 448 4401

Fax: 767 448 3982

Email: ncbdom@cwdom.dm

Website: www.nbdominica.dm.

Royal Bank of Canada

Dame Eugenia Charles Boulevard
P. O. Box 19
Roseau

Commonwealth of Dominica

Tel: 767 448 2771
Fax: 767 448 5398
Email: rncbcdominica@cwdom.dm
Website: www.royalbank.com

FirstCaribbean International Bank

Old Street
P. O. Box 4, Roseau

Commonwealth of Dominica

Tel: 767 448 2571
Fax: 767 448 3471
Website: www.firstcaribbeanbank.com

Bank of Nova Scotia

28 Hillsborough Street
Box 520
Roseau

Commonwealth of Dominica

Tel: 767 448 5800
Fax: 767 448 5805
Email: bns.dominica@scotiabank.com
Website: www.scotiabank.com

AID Bank

Cnr. Charles Avenue & Rawles Lane
P.O. Box 215
Goodwill

Commonwealth of Dominica

Tel: 767 448 2853
Fax: 767 448 4903
Email: cs@aidbank.com
Website: www.aidbank.com

13. PROTOCOL FOR THE SHIPMENT OF HUMAN REMAINS FOR BURIAL

PURPOSE

The purpose of this protocol is to ensure that the Ministry of Health establishes standard operational procedure for the Transportation of Human Remains that is consistent with the Health Services (Transportation of Human Remains) Regulation 1969 to reduce the risk of the spread of diseases.

DOCUMENTS REQUIRED

Any person desiring to transport the remains of a deceased person shall furnish the Chief Medical Officer or any other officer appointed by him/her with the following documents:

1. An official certificate of cause of death issued by the local registrar of death's or similar authority.
2. Embalmer's Certificate from the person authorized to prepare the remains, certified by an appropriate authority indicating the manner and method in which the body was prepared and indicating the coffin contains only the body in question and necessary clothing and packing.
3. A Transit Permit stating the surname, other name or names and age of the deceased person issued by the competent authority for the place of death or the place of burial in the case of exhumed human remains.
 - The language of all documents shall be in English. Where the language is otherwise, an English translation shall be provided by the consignee or his agent.
 - All documentation shall be the official original documents and shall accompany the human remains affixed to the exterior of the coffin.
 - When time is appropriate, expressed mail services of the original documents may be employed.

- All application/requests for services must be submitted by at least twenty-four (24) hours prior to the delivering of services in written form to the Chief Medical Officer or the officer acting on his/her behalf.
- For the purpose of this protocol application/request for services relating to the transportation of human remains may be delivered in written form by post, by hand or via a fax.

For further information on the procedures for importation of human remains into Dominica, please contact:

The Chief Medical Officer
Ministry of Health
Government Headquarters
Roseau
Commonwealth of Dominica
Tel: 1767-266-3258.

LIST OF GOVERNMENT MINISTRIES

| <i>Ministry</i> | <i>Minister</i> | <i>Permanent Secretaries</i> | <i>Tel. No. & Fax No.</i> | <i>Email address</i> |
|---|--|---|---|--|
| Prime Minister and Minister for Finance, Foreign Affairs and Information Technology | Hon. Roosevelt Skerrit | Ambassador Steve Ferrol – Secretary to the Cabinet Permanent Secretary, Foreign Affairs Mrs. Rosemund Edwards – Financial Secretary | Tel: 767 266 3058 /3300/ 3279 Fax: 767 448 8960 Foreign Affairs : Tel: 767 266 3213 Fax: 767 448 5200 Finance: Tel: 767 266 3221 Fax: 767 448 0054 | pmoffice@ cworldom.dm foreigntrade@ cworldom.dm finsec@ cworldom.dm |
| Tourism , Legal Affairs | Hon. Ian Douglas Tel: 767 266 3006 | Mrs. Claudia Bellot | Tel: 767 266 3003 Fax: 767 448 6200 /3022 | legalaffairs@ cworldom.dm. minsectourism@ cworldom.dm |
| Agriculture & Forestry | Hon. Matthew Walter Tel: 767 266 3211 | Mr. Samuel Carette (Ag.) | Tel: 767 266 3282 Fax: 767 448 7999 | minagriculture@ cworldom.dm psagriculture@ cworldom.dm |
| Education, Human Resource Development | Hon. Petter Saint Jean Tel: 767 266 3203 | Ms. Marcella Powell (Ag.) | Tel: 767 266 3256 Fax: 767 448 0644 | minedu@ cworldom.dm |
| Health | Hon. Julius Timothy Tel: 767 266 3357 | Mrs. Helen Royer (Ag.) | Tel: 767 266-3260 Fax: 767 448 6086 | ministerfor healthdominica @yahoo.com pssehealth@ dominica.gov.dm |
| Lands, Housing, Settlements and Water Resource Management | Hon. Reginald Austria Tel: 767 266 3204 | Mr. Davis Letang | Tel: 767 266 3507 Fax: 767 448 4807 | housing@ dominica.gov.dm minsehousing@ dominica.gov.dm |

| <i>Ministry</i> | <i>Minister</i> | <i>Permanent Secretaries</i> | <i>Tel. No. & Fax No.</i> | <i>Email address</i> |
|---|--|--|--|---|
| Public Works, Energy and Ports | Hon. Rayburn Blackmoore Tel: 767 266 3504 | Mr. Lucien Blackmoore Permanent Secretary | Tel: 767 266 3524 Fax: 767 440 4799 | pspublicworks@ cworldom.dm ministerpwid@ cworldom.dm |
| National Security, Labour and Immigration | Hon. Charles Savarin Tel: 767 266 3289 | Mr. Nicholas Bruno Permanent Secretary | Tel: 767 266-3279 Fax: 767 448 8960 | natsecil@ gmail.com |
| Carib Affairs | Hon. Ashton Graneau | Ambassador Steve Ferrol (Secretary to the Cabinet) | Tel: 767 266 3377 / 3556 | caribaffairs@ cworldom.dm. |
| Employment, Trade, Industry and Diaspora Affairs | Hon. Dr. John Colin McIntyre Tel: 767 266 3202 | | Tel: 767 266 3282 Fax: 767 448 5200 | foreigntrade@ cworldom.dm |
| Culture, Youth and Sports | Hon. Justina Charles Tel: 767 266 3548 | Ms. Marcella Powell (Ag.) | Tel: 767 266-3256 Fax: 767 448 0644 | minedu@ cworldom.dm |
| Information, Telecom- munication and Constituency Empower- ment | Hon. Ambrose George Tel: 767 266 3294 | Mr. Davis Letang | Tel: 767 266 3507 Fax: 767 448 0182 | information@ dominica.gov.dm |
| Attorney General | Hon. Levi Peter | Mrs. Claudia Bellot | Tel: 767 266 3006 Fax: 767 448 6200 | legalaffairs@ cworldom.dm |
| Social Services, Community Development and Gender Affairs | Hon. Gloria Shillingford Tel: 767 266 3205 | Mrs. Esther Thomas | Tel: 767 266 3249 Fax: 767 449 8220 | minsecsocial services@ dominica.gov.dm |

| <i>Ministry</i> | <i>Minister</i> | <i>Permanent Secretaries</i> | <i>Tel. No. & Fax No.</i> | <i>Email address</i> |
|--|--|------------------------------|--|---|
| Environment, Natural Resources, Physical Planning and Fisheries | Hon. Dr. Kenneth Darroux Tel: 767 266 3544 | Mr. Samuel Carette (Ag.) | Tel: 767 266 3544 Fax: 767 440 7761 | minsecenviron ment@dominica. gov.dm |
| Minister of State in the Ministry of Foreign Affairs | Senator Hon. Alvin Bernard | | Tel: 767 266 3381 Fax: 767 448 5200 | foreigntrade@ cwdom.dm |
| Parliamentary Secretary - Lands, Housing, Settlements and Water Resource Management | Hon. Ivor Stephenson | | Tel: 767 266-3538 | |
| Parliamentary Secretary - Office of the Prime Minister (To assist with II) | Hon. Kelper Darroux | | Tel: 767 266 3564 | |
| Parliamentary Secretary - Public Works, Energy and Ports | Hon. Johnson Drigo | | Tel: 767 266 3527 | |

LIST OF GOVERNMENT OFFICES

Office of the Prime Minister

Financial Centre 6th Floor
Roseau, Dominica
Tel: 1-767- 448-2401 Ext. 3300/3058

Passport and Immigration Department

Police Headquarters
Bath Road, Roseau, Dominica
Tel: 1-767-266-5159

Customs and Excise Department

Woodbridge Bay
Roseau, Dominica
Tel: 1-767-448-0003

The Criminal Investigation Department

Police Headquarters
Bath Road, Roseau, Dominica
Tel: 1-767-448-2222

Registrar of Titles

Dame Eugenia Charles Boulevard
Bayfront, Roseau, Dominica
Tel: 1-767-448-2401 Ext. 3388

Physical Planning Division

Charles Avenue, Goodwill
Roseau, Dominica
Tel: 1-767-448-2401 Ext. 3751

Ministry of Trade, Industry, Consumer & Diaspora Affairs

Financial Centre 4th Floor
Roseau, Dominica
Tel: 1-767-448-2401 Ext. 3202
Fax: 1-767-448-5200
Email: foreigntrade@cwdom.dm

Ministry of Foreign Affairs

Financial Centre 4th Floor
Roseau, Dominica
Tel: 1-767- 448-2401 Ext. 3202

Traffic & Licensing Office

High Street
Roseau, Dominica
Tel: 1-767-448-2222 Ext. 5195

Electrical Division

Goodwill Road
Roseau, Dominica
Tel: 1-767-448-2401 Ext. 3747

Ministry of Finance and Planning

Financial Centre 5th Floor
Roseau, Dominica
Tel: 1-767-448-2401 Ext. 3221

Land & Surveys Department

Vanoulst House (DMBC Building)
Charles Avenue, Goodwill, Dominica
Tel: 1-767-448-2401 Ext. 3431

Small Business Unit

Financial Centre 1st Floor
Roseau, Dominica
Tel: 1-767-448-2401 Ext. 3452

**LIST OF HIGH COMMISSIONS, EMBASSIES
AND CONSULAR OFFICES**

UNITED STATES OF AMERICA

Embassy of the Commonwealth
of Dominica
3216 New Mexico Avenue N.W.
Washington D.C. 20016
U.S.A.

Tel: 1 202 364 6781 / 202 364 6790

Fax: 202 364 6791

Email: embdomdc@aol.com

His Excellency Hubert Charles
Ambassador

Consulate of the Commonwealth
of Dominica
Suite H

800 Second Avenue
New York, N.Y 10017
U.S.A.

Tel: 212 949 0853/4

212 599 8478

Fax: 212 661 0979

Email: domun@onecommonwealth.org

Mrs. Barbara Dailey
Consul General

UNITED KINGDOM

Dominica High Commission
1 Collingham Gardens
London SW5 OHW
ENGLAND

Tel: 011 44 207 370 5194

Fax: 011 44 207 372 8743

Email: dominicahighcom@btconnect.com

Janet Charles
High Commissioner (Ag)

CUBA

Embassy of the Commonwealth
of Dominica
Calle 36 # 507, Entre 5^{ta} Ave y 7^{ma}
Miramar, Havana
Republic of Cuba

Tel: 537 214 1096

Fax 537 214 1097

Email: mafa@enet.cu

His Excellency Charles Corbette
Ambassador

BELGIUM

Embassies of the Eastern Caribbean States
And Missions to the European
Communities

42 Rue de Livourne
1050 Brussels

Tel: 011 02 534 2611

011 322 534 2611

011 02 544 1802

Fax: 011 322 539 4009

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Her Excellency Shirley Skerrit Andrew
*Ambassador Extraordinary and
Plenipotentiary*

Consular Representatives:

Mr. Felix Cherdieu D'Alexis
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29 Rue Delgress
97110 Pointe-a-Pitre
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Mr. Mark Frampton
Honorary Consul
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97200 Fort de France
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Tel: 011 596 596 60 90 22
Fax: 011 596 596 73 16 00

Mr. Emile George
Honorary Consul
21 East Street
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Tel: 876 702 1830 / 876 922 2283
876 383 8451 (mobile)

Mr. Gilbert Torner
Honorary Consul
Nidelbadstrasse 6
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Tel: 043 377 56 20
Fax: 079 301 66 36

Dr. Farid Bennis
Honorary Consul
74 Rue LE Corail
Villa Andalouza
Casablanca
Morocco

INTERNATIONAL ORGANISATION REPRESENTATION

UNITED NATIONS

Permanent Mission of the
Commonwealth of Dominica
Suite 400
800 Second Avenue
New York, N Y 10017
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Tel: 212 599 8478
Fax: 212 661 0979

His Excellency Vince Henderson
*Ambassador Extraordinary and Plenipotentiary
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His Excellency Eric Torner
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Permanent Representative*

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Telex: 8643 EMBAVENE DO

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His Excellency Jose Marcos Nogueira Viana
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Embassy of Brazil
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Roseau, Dominica
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His Excellency Wang Zonglai
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Morne Daniel
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For additional information related to the contents of this Manual,
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foreigntrade@cwdom.dm

Notes

