

## Checklist for documents required when registering a STEP Permission

1. An up-to-date passport for the Applicant
2. An up-to-date passport for each of the dependant family members that are required to register
3. The **STEP** Approval Letter confirming approval of application
4. An Affidavit attesting to Applicant's good character  
An Affidavit must be produced by a legal practitioner who is registered to practise law in Ireland to show that Applicant or dependants do not have any criminal conviction
5. A separate Affidavit for each approved family member who is 16 years of age or over
6. Confirmation that the financial investment has been made and that the business process, as set out in the application and as approved by the Evaluation Committee is underway eg. Letter of Incorporation from the Company's Registration Office, Evidence of Funds, personal Bank Account Statements or Letter from a Bank, Investor or State Agency confirming transfer of funds
7. Documentary Evidence of Applicant's equity in the proposed business venture i.e. copy of Share Certificate and evidence confirming the Applicant's full time employment with the business, i.e., PPS No., and copy of employment contract with the business
8. Evidence that the Applicant intends to relocate to Ireland on a permanent basis as per the programme criteria, e.g. lease agreement, medical insurance, utility bill.

## Checklist for documents required when renewing the registration of a STEP Permission

1. An up-to-date passport for the Applicant
2. An up-to-date passport for each of the dependant family members that are required to register
3. An Affidavit attesting to Applicant's good character  
An Affidavit must be produced by a legal practitioner who is registered to practise law in Ireland to show that Applicant or dependants do not have any criminal conviction
4. A separate Affidavit for each approved family member who is 16 years of age or over
5. Confirmation that the financial investment remained in place and that the Enterprise/business process, is still in operation eg. Copy of Accounts/CRO Returns
6. Documentary Evidence confirming the Applicant's full time employment with the business, i.e., P60, and copy of employment contract with the business
7. Evidence of continued residence in Ireland in the two preceding years e.g. lease agreement, medical insurance, utility bill.

## Checklist for documents required when registering an Immigrant Investor Permission

1. An up-to-date passport for the Applicant
2. An up-to-date passport for each of the dependant family members that are required to register
3. The **Immigrant Investor** Approval Letter confirming approval of application
4. An Affidavit attesting to Applicant's good character  
An Affidavit must be produced by a legal practitioner who is registered to practise law in Ireland to show that Applicant or dependants do not have any criminal convictions
5. A separate Affidavit for each approved family member who is 16 years of age or over
6. A Solicitor's letter confirming that the funds have been invested in the Irish Business/Enterprise.
7. Documentary evidence confirming that the Investment made is from the Applicants own resources, as stated on their application form, and not a loan from a Financial Institution or other such third party.
8. **Investment Bond Option**  
Bank Statement confirming the investment amount €1m has transferred to an Irish Bank Account or Solicitor's Client Account, and available for transfer to the Investment Bond at short notice, (30 days)
9. **Mixed Investment Option**  
A certified copy of the Contract for Sale or Deed of Transfer where a Residential property has been purchased as part of the Mixed Investment.  
Bank Statement confirming the investment amount €0.5m has transferred to an Irish Bank Account or Solicitor's Client Account and available for transfer to the Investment Bond at short notice, (30 days)
10. **Enterprise/Business Option**  
Letter from the Enterprise/Business stating that the investment of €0.5/€1.0m has been transferred to the Enterprise/Business
11. **Fund Option**  
Letter of confirmation from the Fund Investment Manager that the €0.5/€1.0m investment has been irrevocably committed to the Fund
12. **REIT Investment Option**  
Confirmation that the €2.0m REIT Investment has been purchased eg. Share Certificate or Letter from REIT Company
13. **Philanthropic Donation Option**  
A letter from the Registered Charity confirming that the philanthropic Donation has been completed

## Checklist for documents required when renewing the registration of an Immigrant Investor Permission

1. An up-to-date passport for the Applicant
2. An up-to-date passport for each of the dependant family members that are required to register
3. An Affidavit attesting to Applicant's good character  
An Affidavit must be produced by a legal practitioner who is registered to practise law in Ireland to show that Applicant or dependants do not have any criminal convictions
4. A separate Affidavit for each approved family member who is 16 years of age or over
5. A Solicitor's letter confirming that the project commenced and that the funds invested have not been withdrawn
6. **Investment Bond Option**  
Bank Statements for the previous two years confirming the investment amount of €1m has remained in an Irish Bank Account or Solicitor's Client Account.
7. **Mixed Investment Option**  
A letter confirming that the property purchased was not available for renting in the preceding two years. Bank Statements for the previous two years confirming the investment amount of €0.5m has remained in an Irish Bank Account or Solicitor's Client Account.
8. **Enterprise/Business Option**  
Letter from the Enterprise/Business stating that the investment of €0.5/€1.0m has not been withdrawn from the Enterprise/Business
9. **Fund Option**  
Letter of confirmation from the Fund Investment Manager that the €0.5/€1.0m investment has not been repaid
10. **REIT Investment Option**  
Confirmation that the €2.0m REIT Investment is still retained by the Investor eg. Share Certificate or Letter from REIT Company
11. **Philanthropic Donation Option**  
A letter from the Registered Charity confirming that the philanthropic donation has been utilised as per the Project Application
12. Documentary Evidence confirming that the Applicant and family members resided in Ireland for one day in each calendar year since first registration, eg. boarding pass, hotel receipt, etc