ETB REGISTRATION

EMPLOYMENT & TRAINING BOARD (ETB)

All employers in Gibraltar must register with the Employment & Training Board (ETB) before employing staff.

You must be registered with the ETB before you can register your employees.

ABOUT THE ETB

The Employment & Training Board (ETB) is responsible for employment and training matters in Gibraltar.

Registration enables the ETB to administer employment legislation and provide support and services to employers and employees.

WHEN TO REGISTER

- Before you start employing staff.
- When your business is ready to take on employees.
- If you have not previously been registered as an employer.

INFORMATION YOU MAY NEED

You will need to provide the following information and documents when registering:

Business Details
Business name, trading name (if any), type of business activity and contact details.

Trading Address
Your business address and contact information.

Employer Details
Full name, date of birth, identification (ID card or passport) and contact details.

Director / Proprietor Details
Details of all directors, partners or proprietors (as applicable).

Company Registration Details
Companies House registration number (for limited companies) and memorandum & articles of association.

Business Licence / Registration Details
Copy of your Business Licence or Registration (if applicable).

Contact Information
Email address, telephone number and other contact details.

Business Plan
A business plan explaining your proposed business activities and how you intend to operate.

The ETB may request additional information or documents depending on your business structure or circumstances.

REGISTRATION PROCESS

1. **COMPLETE THE EMPLOYER REGISTRATION FORM**
   Obtain the Employer Registration Form from the ETB website or office and complete all sections.
2. **PREPARE SUPPORTING DOCUMENTATION**
   Gather all required information and supporting documents listed on the left.
3. **PREPARE YOUR BUSINESS PLAN**
   Prepare a clear Business Plan outlining your business activities, operations and staffing requirements.
4. **SUBMIT YOUR APPLICATION**
   Submit your completed form, documents and Business Plan to the ETB in person, by post or by email.
5. **ETB REVIEW**
   The ETB will review your application and may contact you if further information is required.
6. **REGISTRATION CONFIRMED**
   Once approved, you will receive confirmation of your employer registration.

Keep your registration details up to date. Notify the ETB of any changes to your business or employer information.

DID YOU KNOW?

As part of your ETB registration, you may be asked to submit a Business Plan explaining:

- Your proposed business activities
- Products or services
- Target customers
- How the business will operate
- Staffing requirements (if applicable)

A clear Business Plan can help support your registration.

NEED A BUSINESS PLAN?

Download our free Business Plan Template for Gibraltar Start-Ups from Easy.Office.



Visit: www.office.gi

IMPORTANT

Failure to register with the ETB is an offence and may result in penalties.

You must inform the ETB of any changes to your business or employer details.

For forms, guidance and more information, visit:
www.gibraltar.gov.gi/etb