



MEMORANDUM

TO ; All CIP Agents

FROM: Charmaine Donovan, CEO 

DATE : 15th December, 2023

RE : **Mandatory Interviews – Citizenship Applications**

Further to the Unit's communication dated 13th November 2023, on the subject, please be reminded that all applications submitted to the Unit date stamped 15th December 2023, and thereafter will be subjected to an interview. Accordingly, including the full due diligence fees and 10% processing fees which customarily accompany citizenship applications, please also be reminded that interview fees of US\$1,500 per application must also be submitted at the submission of the application.

Since the notification, we have received a number of inquiries seeking clarity on the interview process. We have therefore compiled responses to these questions and have attached same as guidance for your reference.



Q & A – MANDATORY INTERVIEWS

1. At what stage of the application process would the interviews be conducted, would it be prior to, during or after the external due diligence process?

The interview will form part of the due diligence process and will be conducted virtually following the completion of the investigative component of the due diligence process.

2. Are the local agents required to sit in on these sessions? What is the process should an applicant wish to have an (external) agent be present?

Interviews will be conducted by third party service providers who have the capability of conducting the interview in the applicant's native/preferred language. Therefore, Licensed Agents and/or other external representatives are not required to be a part of this process.

3. Will the applicants be given notification about queries raised during DD which may need to be addressed during the interview process? Will this be in the form of a letter and will it include details of the scheduled time?

The Unit, through the Local Licensed Agent, will confirm the date and time of the interview for the respective applicants. As interviews form part of the due diligence process, communication relating to required clarity or additional information/documentation will be shared with the Agent at the conclusion of the due diligence process as is customary.

4. Will accommodation be made to have multiple sessions due to differences in time zones?

As all applicants aged 16 and older are required to be interviewed, interviews will be conducted in a single session for all members of the family unless expressly stated otherwise by the Unit. The Unit urges all applicants to select the earliest convenient date and time and attend the confirmed appointment to avoid scheduling conflicts and/or delays with the processing of their application.

5. Who chooses the date, the applicant or the Unit? How many date options are given?

The Unit will employ a process similar to what is currently in place for virtual oath requests to confirm the earliest and most convenient date and time with the applicant through their Licensed Agent. Applicants will receive a minimum of three (3) choices from which to select.

6. How much advanced time will be given ahead of the interview?

To ensure that the application assessment process is not unduly protracted, applicants will be provided with earliest available dates to make their selection. The Unit will provide a minimum of three (3) date/time options from which to select.

7. Will there be a requirement for all applicants on file to be present? Is each applicant to be individually interviewed or will it be the principal applicant only who will be interviewed?

All persons who are members of the same application are required to be present during the interview. Only applicants aged 16 and above will be interviewed. Identification documents may be presented by the principal applicant on behalf of members of the application who are below the age of 16.

Where family members reside in separate locations, appropriate links to the virtual interview will be provided for them to attend. This is required to prevent scheduling conflicts and/or undue delays with the processing of their application. Additionally, where a subsequent individual interview is required, the applicant will be so advised and the requisite arrangements made to confirm the date and time as necessary.

8. If each applicant will not be interviewed, what will they be required to do in the interview?

All applicants aged 16 and above who are members of the same application will be interviewed. Each applicant is required to present the identification documents submitted with their application, including all passports held, during the interview. For applicants below 16, the principal applicant may present the identification documents on their behalves.



9. Kindly confirm what documents the applicants will be required to present during the interview.

All passports, government issued identification documents, birth certificates and all other identification documents submitted with the application should be presented/made available during the interview.

10. Additionally, will copies of the above documents suffice or are the originals to be shown during the interview?

As far as possible, original documents of all identification documents submitted with the application must be presented during the interview. In exceptional circumstances, certified copies of these documents may be accepted.

11. Is the interview payment required at the application submission stage?

An interview fee of US\$1,500 per application is required to be submitted with the application (on first submission of the application).

12. If the interview is to be rescheduled, is there a penalty? Is a single rescheduling allowed ahead of a penalty fee being imposed.

There is currently no penalty for rescheduling an interview. However, applicants are urged to maintain their initially confirmed appointment to avoid scheduling conflicts, disruptions, and/or undue delays with the processing of their application.

13. What happens after the interview is completed? When will the applicants be advised of the CIU's decision?

Following the completion of the interview, decisions on the application will be communicated in the usual manner in accordance with Section 5 (14) of the Antigua and Barbuda Citizenship by Investment (Amendment) Act, 2016.

14. Do the applicants get a copy/transcript of their interview?

Interviews will now form part of the due diligence process. Therefore, reports and/or transcripts therefrom are not available for sharing with the applicant or other third party.

