

CHECKLIST FOR EXTENSION OF VISITORS-BUSINESS PERMIT APPLICATION

NO	EXTENSION OF VISITORS-BUSINESS CHECKLIST	EXT	
		YES	NO
1	Letter of request and undertaking from the employer/ local organization: (Letter Head must be included)		
	↘ Reason for Extension		
	↘ Applicants position in the organization		
	↘ Who will be sponsoring for the said applicant (If applicant is self-sponsored please provide bank statement)		
2	Certified copy of the Confirmed Return Ticket		
3	Certified Copy of the applicant's Passport bio data page		
4	Certified Copy of the current Arrival Stamp.		
5	For entertainers: ✓ Proof of tax registration from FIRCA ✓ Approval from the relevant authorities (Audio Visual Agent License) to conduct the show.		
6	Application fees		\$180.00
<i>For official use only</i>			
i	CSO - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	Date:	
iii	CSO's comments on pending documents (First Vetting):	Date:	
	CSO's comments on pending documents (Second Vetting):	Date:	
Final checks and endorsement			
iv	CSO Name:	Date Received:	

ALL DOCUMENTS SUBMITTED SHOULD BE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED