

**CHECKLIST FOR EXTENSION OF INVESTMENT PERMIT APPLICATION**

NO	EXTENSION OF INVESTOR PERMIT CHECKLIST	EXT	
		YES	NO
1	Letter of Request from the Company [organisation/company letterhead]		
	• Company Profile/Background		
	• Level of Investment [total of funds & fixed Asset] and employment		
	• Confirmed location [if any change of address]		
2	Progressive Report from IF		
3	Local Police Report for the applicant		
	Local Police Report for Spouse [ if applicable]		
	Local Police Report for child if over 18 years [if applicable]		
4	Medical Report for Spouse [if accompanied in the extension for the first time]		
	Medical Report for Child [if accompanied in the extension for the first time]		
5	Letter from RBF (Level of Investment from Offshore)		
6	Tax Compliance Certificate [TCC]		
7	Company registration		
8	Business License		
9	Latest Local Bank Statement		
10	Proof of Fiji National Provident Fund deduction [for employees]		
11	Application of Extension Fees	<b>\$452.00</b>	
<b>For official use only</b>			
i	<b>CSO - Name:</b>	<b>Date:</b>	
ii	<b>Customer - Name/Phone/E-mail:</b>	<b>Date:</b>	
iii	<b>CSO's comments on pending documents (First Vetting):</b>	<b>Date:</b>	
	<b>CSO's comments on pending documents (Second Vetting):</b>	<b>Date:</b>	
<b>Final checks and endorsement</b>			
iv	<b>CSO Name:</b>	<b>Date Received:</b>	
<b>ALL DOCUMENTS SUBMITTED SHOULD BE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED</b>			