NO.	BALANCE FOR INVESTOR PERMIT CHECKLIST	YES	NO
1	Letter of Request from the Company **[organisation/company letterhead]**		
	• Company Profile/ Background		
	• **Level of Investment** [Total funds & fixed Asset] **and employment**		
	• Confirmed location [**if any changes of address**]		
	• Company's Contact Details - Email Address **[Mandotary]** - Postal Address - Phone Contact		
	• Confirmed No. of Locals employed [Mandotary]		
2	Progressive Report from IF [Mandotary]		
3	Letter from RBF **(Level of Investment from Offshore)**		
4	Tax Compliance Certificate [TCC] (Mandatory)		
5	Company Registration		
6	Business Licence (**Mandatory**)		
7	Latest Local **Company** Bank Statement (Mandatory)		
8	Fiji National Provident Fund Compliance Letter		
9	Fees	**N/A**	
For Official Use Only			
i	**CSO Name:**	**Date:**	
ii	**Customer : Name:** **Phone: Email:**	**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:**	
PLEASE ENSURE THAT ALL DOCUMENTS SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED			