



NO.	EXTENSION FOR INVESTOR PERMIT CHECKLIST	EXT	
		YES	NO
1	Application Form		
2	Certified copy of Passport Bio data Page		
3	Certified Copy of Previous Permit Stamp		
	➤ If accompanied by family members [proof of relationship to be submitted]		
	• Family members passport bio data page		
	• Marriage certificate [if legally married]		
	• Birth Certificate [Children]		
4	Request Letter of the Company		
	• Company Profile/ Background		
	• Confirmed location [if any changes of address]		
	• Level of Investment [Total funds & fixed Asset] and employment		
	• Company's Contact Details; - Email Address; - Postal Address; - Phone Contact		
	• Amendment on Shareholding Structure		
	• Amendment in Business Activity		
	• Amendment of the Proposal level of Investment		
5	Local Police Report for Applicant		
6	Local Police Report for Spouse		
7	Local Police Report for Child if over 18 years [if applicable]		
8	Medical Report for Principal Applicant		
9	Medical Report for Spouse [if accompanied in the extension for first time]		
10	Medical Report for Child [if accompanied in the extension for first time]		
11	Latest Progressive Report by IF (No email confirmation)		
12	Updated Letter from RBF (Level of Investment from Offshore) - Level of investment made up all Directors and Shareholders (RBF/Bank)		
13	Tax Compliance Certificate [TCC]		
14	Company registration		
15	Business License		
16	Latest Local Bank Statement		
17	Proof of Fiji National Provident Fund deduction [for employees]		
18	Fees	\$452.00	

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		