



## CHECKLIST FOR REFUND OF CASH BOND APPLICATION

NO	REFUND OF CASH BOND CHECKLIST	CHECK	
		YES	NO
1	Letter of request ( <i>reasons for refund</i> )		
	<ul style="list-style-type: none"> <li>✎ Name the person under Bond</li> <li>✎ Confirm if the applicant under Bond is inside or outside of the country</li> <li>✎ Who sponsored the Bond (self-sponsored or Organization (Company Letterhead and Company Stamp on Request Letter))</li> <li>✎ Contact details (Phone Number &amp; Email Address)</li> <li>✎ Provide Local Bank Details-Account Name, Account Number, Bank Branch</li> <li>✎ Provide Overseas Bank Details for applicant: Account name as on Bank Statement, Beneficiary's Bank, Beneficiary's Bank's Address, Applicant's Street Address, Amount to be transferred, Currency to be transferred In, Bank branch, Account number, Swift code/BSB code, Country</li> </ul>		
2	Original bond receipt		
3	<b>If</b> original receipt is misplaced or lost (Signed original statutory declaration - SD) from the person whose name is on the original receipt (RECEIVED FROM )		
4	<b>If</b> the name on the receipt is different from the person claiming for refund <ul style="list-style-type: none"> <li>✎ Signed authorization letter (clearly stating whom the bond will be refunded ) from the person whose name is on the receipt</li> <li>✎ Provide phone contact , email address and bank details</li> </ul>		
5	Certified copy of Passport bio data page		
6	Certified copy of permit		
7	<b>If</b> subject has acquired Fiji citizenship (Copy of Fiji citizenship certificate and Fiji passport bio-data page)		
NO	CANCELLATION OF BANK BOND CHECKLIST	YES	NO
1	Request letter		
	<ul style="list-style-type: none"> <li>✎ Reasons for Cancellation</li> <li>✎ Who sponsored the Bond (self-sponsored or Organization)</li> <li>✎ Provide Overseas Bank Details for applicant: Account name, Amount to be transferred, Name of the Bank, Bank branch, Account number, Swift code and Country</li> </ul>		
2	Certified copy of bank bond		
3	Certified copy of recent passport bio-data page		
4	Certified copy of permit		
5	<b>If</b> subject has acquired Fiji citizenship		

(Copy of Fiji citizenship certificate and Fiji passport bio-data page)			
<i>For official use only</i>			
<b>CSO - Name:</b>			<b>Date:</b>
<b>Customer - Name/Phone/E-mail:</b>			<b>Date:</b>
<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>			
<b>CSO Name:</b>		<b>Date Received:</b>	

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