



NO	APPLICATION FOR EXTENSION OF WORK PERMIT FOR SEAMAN/ DECKHAND/ CREW/ COOK CHECKLIST	EXT	
		YES	NO
1	Completed and signed <b>APPLICATION FORM OF PERMIT TO WORK</b>		
2	Certified copy of applicant's bio-data page of Passport		
3	Certified copy of applicant's Previous Permit Stamp		
	Two [2] certified photographs		
4	<b>Company Request letter from the employer</b>		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	<b>Local Police Report</b> for Principal applicant		
6	<b>Medical Report</b> for principal applicant [3 months validity from date of lodging]		
7	Signed Contract of Employment [between the company and applicant]		
	• Contract to include <b>Employment Period, Position and Remunerations;</b>		
8	Complete Curriculum Vitae:		
	• Applicant Previous Employment References		
	• Applicant Certified Certificates		
9	Company Registration		
	• Certified copy of Business Registration		
	• Certified copy of Tax Compliance Certificate from FRCS [Valid]		
10	<b>Application fees;</b>	\$452.00	
<b><i>For official use only</i></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>	

**PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**



NO	EXTENSION OF WORK PERMIT FOR CAPTAIN /ENGINEER/CHIEF ENGINEER/ CHIEF MATE/ BOSON	EXT	
		YES	NO
1	Completed and signed <b>APPLICATION FORM OF PERMIT TO WORK</b>		
2	Certified copy of applicant's bio-data page of passport		
3	Two [2] certified photographs		
4	<b>Company Request letter from the employer</b>		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	<b>Local Police Report</b> for Principal applicant		
6	<b>Medical Report</b> for principal applicant [3 months validity from date of lodging]		
7	Signed Contract of Employment [between the company and applicant]		
	• Contract to include <b>Employment Period, Position and Remunerations</b>		
8	Complete Curriculum Vitae:		
	• Applicant Previous Employment References		
	• Applicant Certified Certificates		
9	Company Registration		
	• Certified copy of Business Registration		
	• Certified copy of Tax Compliance Certificate from FRCS [Valid]		
10	<b>Endorsement from relevant Authorities</b>		
	• Maritime Safety Authority of Fiji [MSAF]		
11	<b>Application fees</b>		\$452.00
<b>For official use only</b>			
i	<b>CJO - Name:</b>	<b>Date:</b>	
ii	<b>Customer - Name/Phone/E-mail:</b>	<b>Date:</b>	
iii	<b>CJO's comments on pending documents (First Vetting):</b>	<b>Date:</b>	
	<b>CJO's comments on pending documents (Second Vetting):</b>	<b>Date:</b>	
<b>Final checks and endorsement</b>			
iv	<b>CJO Name:</b>	<b>Date Received:</b>	

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NO	EXTENSION OF WORK PERMIT FOR OWNERS REPRESENTATIVE / VESSEL REPRESENTATIVE	EXT	
		YES	NO
1	Completed and signed <b>APPLICATION FORM OF PERMIT TO WORK</b>		
2	Certified copy of applicant's bio-data page of passport		
3	Two [2] certified photographs		
4	<b>Company Request letter from the employer</b>		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	<b>Local Police Report</b> for Principal applicant		
6	<b>Medical Report</b> for principal applicant [3 months validity from date of lodging]		
7	Overseas Contract of Employment		
	• Contract to include <b>Employment Period, Position</b> and <b>Remunerations</b>		
8	Complete Curriculum Vitae:		
	• Applicant Previous Employment References		
	• Applicant Certified Certificates		
9	Company Registration		
	• Certified copy of Business Registration		
	• Certified copy of Tax Compliance Certificate from FRCS [Valid]		
10	<b>Secondment Letter from Parent Company:</b>		
	• Provided with Company Letter Head and detail information		
11	<b>Application fees</b>	\$452.00	
<b><i>For official use only</i></b>			
i	<b>CJO - Name:</b>	<b>Date:</b>	
ii	<b>Customer - Name/Phone/E-mail:</b>	<b>Date:</b>	
iii	<b>CJO's comments on pending documents (First Vetting):</b>	<b>Date:</b>	
	<b>CJO's comments on pending documents (Second Vetting):</b>	<b>Date:</b>	
<b>Final checks and endorsement</b>			
iv	<b>CJO Name:</b>	<b>Date Received:</b>	

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NO	EXTENSION OF WORK PERMIT FOR SHORED BASED POSITION – MANAGER/ OFFICE STAFFS	EXT	
		YES	NO
1	Completed and signed <b>APPLICATION FORM OF PERMIT TO WORK</b>		
2	Certified copy of applicant's bio-data page of passport		
3	Two [2] certified photographs		
4	<b>Company Request letter from the employer</b>		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	<b>Local Police Report</b> for Principal applicant		
6	<b>Medical Report</b> for principal applicant [3 months validity from date of lodging]		
7	Contract of Employment [between applicant and employer]		
	• Contract to include <b>Employment Period, Position and Remunerations</b>		
8	Complete Curriculum Vitae:		
	• Applicant Previous Employment References		
	• Applicant Certified Certificates		
9	Company Registration		
	• Certified copy of Business Registration		
	• Certified copy of Tax Compliance Certificate from FRCS [Valid]		
10	<b>Training Program</b>		
11	<b>Local Understudy:</b>		
	• Name and position in the company		
	• Signed Contractual Agreement between understudy and company		
12	<b>Advertisement:</b> ALL positions must be advertised <b>except:</b>		
	• Seconded from Parent Company [Certified Secondment Letter]		
13	<b>Analysis of local applications received</b>		
	• Complete list of locals shortlisted for the job in tabulated form		
	• Academic Qualifications		
	• Work Experience		
	• Reasons as to why not suitable for the position		
14	<b>Application fees</b>	\$452.00	
<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>CJO's comments on pending documents (First Vetting):</b>	<b>Date:</b>
	<b>CJO's comments on pending documents (Second Vetting):</b>	<b>Date:</b>
<b>Final check and endorsement</b>		
iv	<b>CJO Names:</b>	<b>Date Received:</b>

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