



## CHECKLIST FOR A LONG TERM WORK PERMIT APPLICATION

NO •	NEW WORK PERMIT CHECKLIST	NEW	
		YES	NO
1	Completed and signed application of work permit form		
2	Certified copy of applicant's bio-data page of passport		
	<ul style="list-style-type: none"> <li>Two [2] certified photographs</li> </ul>		
3	<b>Request letter from the employer</b>		
	<ul style="list-style-type: none"> <li>Company profile/ background</li> <li>Position Description</li> <li>Roles of the position</li> <li>Special requirements for the position</li> <li>Detailed justification for the need of the position/ extension</li> </ul>		
4	Police Report for Principal applicant [from country of citizenship]		
	Police Report for Spouse [from country of citizenship]		
	Police Report for Child if over 18 years [from country of citizenship]		
5	Medical Report for Principal applicant		
	Medical Report for Spouse		
	Medical Report for Child		
6	<b>Curriculum Vitae [CV] - Detail</b>		
	<ul style="list-style-type: none"> <li>Certified copies of academic qualifications</li> <li>Certified copies of references for proof of work experience</li> </ul>		
7	<b>Advertisement:</b> ALL positions must be advertised <b>except:</b>		
	<ul style="list-style-type: none"> <li>Family Business [Certified proof of Relationship]</li> <li>Government Contract [Certified copy of Contract Agreement]</li> <li>Seconded from Parent Company [Certified Secondment Letter]</li> </ul>		
8	<b>Analysis of local applications received</b>		
	<ul style="list-style-type: none"> <li>Complete list of locals shortlisted for the job in tabulated form</li> <li>Academic Qualifications</li> <li>Work Experience</li> <li>Reasons as to why not suitable for the position</li> </ul>		
9	<b>Is this a new position? Yes / No</b>		
	<ul style="list-style-type: none"> <li>If <b>YES</b>, please justify the need of the post</li> <li>If <b>NO</b>, please provide the person's name previously on the job and state whether resigned/migrated, etc. If expatriate please provide copy of the passport bio data page and permit stamp.</li> </ul>		
10	<b>Contract of Project</b>		
	<ul style="list-style-type: none"> <li>Certified Copy of Signed Project to be undertaken by the applicant to include both the commencement and expiry date of the Project</li> </ul>		

11	<b>Signed Contract of Employment [between the company and applicant]</b>		
	<ul style="list-style-type: none"> <li>Contract to include Employment period, position and remunerations</li> </ul>		
12	<b>Training Program</b>		
13	<b>Local Understudy:</b>		
	<ul style="list-style-type: none"> <li>Name and position in the company</li> </ul>		
	<ul style="list-style-type: none"> <li>Signed Contractual Agreement between understudy and company</li> </ul>		
14	<b>Company Registration</b>		
	<ul style="list-style-type: none"> <li>Certified copy of Foreign Investment Certificate [FIC]</li> </ul>		
	<ul style="list-style-type: none"> <li>Certified copy of Investment Fiji Shareholding Structure</li> </ul>		
	<ul style="list-style-type: none"> <li>Certified copy of Business Registration</li> </ul>		
	<ul style="list-style-type: none"> <li>Certified copy of Tax Compliance Certificate from FRCS [Valid]</li> </ul>		
15	<b>Endorsement from relevant Authorities</b>		
	<ul style="list-style-type: none"> <li>Reserve Bank</li> </ul>		
	<ul style="list-style-type: none"> <li>Maritime Safety Authority of Fiji [MSAF]</li> </ul>		
	<ul style="list-style-type: none"> <li>Investment Fiji</li> </ul>		
	<ul style="list-style-type: none"> <li>Legal Practitioners Unit</li> </ul>		
	<ul style="list-style-type: none"> <li>Ministry of Education</li> </ul>		
	<ul style="list-style-type: none"> <li>Fiji Hotel &amp; Tourism Association</li> </ul>		
	<ul style="list-style-type: none"> <li>Fiji Medical &amp; Dental Association</li> </ul>		
	<ul style="list-style-type: none"> <li>Ministry of Lands &amp; Mineral Resources, etc.</li> </ul>		
	<ul style="list-style-type: none"> <li>Fiji Commerce and Employers Federation</li> </ul>		
16	<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 comment; on pending document; (First Vetting):</b>	<b>Date:</b>	
	<b>CSO's comment; on pending document; (Second Vetting):</b>	<b>Date:</b>	
<b>Final check; 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>			