



NO	APPLICATION FOR [NEW] WORK PERMIT FOR SEAMAN/ DECKHAND/ CREW/ COOK CHECKLIST	NEW	
		YES	NO
1	Completed and signed APPLICATION FORM OF PERMIT TO WORK		
2	Certified copy of applicant's bio-data page of passport		
3	Two [2] certified photographs		
4	Company Request letter from the employer		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	Police Report for Principal applicant [from country of citizenship or resident]		
6	Medical Report for principal applicant [3 months validity from date of lodging]		
7	Signed Contract of Employment [between the company and applicant]		
	• Contract to include Employment Period, Position and Remunerations		
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	Application fees	\$452.00	
For official use only			
i	CJO - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	Date:	
iii	CJO's comments on pending documents (First Vetting):	Date:	
	CJO's comments on pending documents (Second Vetting):	Date:	
Final checks and endorsement			
iv	CJO Name:	Date Received:	

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



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

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NO	APPLICATION FOR [NEW] WORK PERMIT FOR OWNERS REPRESENTATIVE/ VESSEL REPRESENTATIVE CHECKLIST	NEW	
		YES	NO
1	Completed and signed APPLICATION FORM OF PERMIT TO WORK		
2	Certified copy of applicant's bio-data page of passport		
3	Two [2] certified photographs		
4	Company Request letter from the employer		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	Police Report for Principal applicant [from country of citizenship or resident]		
6	Medical Report for principal applicant [3 months validity from date of lodging]		
7	Overseas Contract of Employment		
	• Contract to include Employment Period, Position and Remunerations		
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	Secondment Letter from Parent Company:		
	• Provided with Company Letter Head and detail information		
11	Application fees	\$452.00	
For official use only			
i	CSO - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	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:	

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NO	APPLICATION FOR [NEW] WORK PERMIT FOR SHORED BASED POSITION – MANAGER/ OFFICE STAFFS CHECKLIST	NEW	
		YES	NO
1	Completed and signed APPLICATION FORM OF PERMIT TO WORK		
2	Certified copy of applicant's bio-data page of passport		
3	Two [2] certified photographs		
4	Company Request letter from the employer		
	↳ Company profile/ background		
	↳ Detailed justification for the need of the position		
5	Police Report for Principal applicant [from country of citizenship or resident]		
6	Medical Report for principal applicant [3 months validity from date of lodging]		
7	Contract of Employment [between applicant and employer]		
	• Contract to include Employment Period, Position and Remunerations		
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	Training Program		
11	Local Understudy:		
	• Name and position in the company		
	• Signed Contractual Agreement between understudy and company		
12	Advertisement: ALL positions must be advertised except:		
	• Seconded from Parent Company [Certified Secondment Letter]		
13	Analysis of local applications received		
	• 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	Application fees	\$452.00	
For official use only			
i	CSO - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	Date:	

iii	CJO's comments on pending documents (First Vetting):	Date:
	CJO's comments on pending documents (Second Vetting):	Date:
Final check and endorsement		
iv	CJO Name:	Date Received:

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