



NO	APPLICATION FOR WORK PERMIT FOR ONE [01] YEAR AND BELOW CHECKLIST	NEW	
		YES	NO
1	Request letter from the employer		
	<ul style="list-style-type: none"> ↳ Company profile/ background ↳ Position Description ↳ Roles of the position ↳ Special requirements for the position ↳ Detailed justification for the need of the position 		
2	Police Report for Principal applicant [from country of citizenship]		
	Police Report for Spouse [from country of citizenship]		
3	Certified copy of applicant's passport (Bio data page)		
	Certified copy of Spouse passport (Bio data page)		
	Certified copy of Children's passport (Bio data page)		
4	Return ticket		
5	Curriculum Vitae [CV]		
	<ul style="list-style-type: none"> ↳ Certified copies of academic qualifications ↳ Certified copies of references for proof of work experience 		
6	Company Registration		
	<ul style="list-style-type: none"> ↳ Certified copy of Foreign Investment Certificate [FIC] ↳ Certified copy of Investment Fiji approval ↳ Certified copy of Business Registration ↳ FIRCA Tax Compliance Certificate 		
7	Contract of Employment – Employer & Employee		
8	Contractual Agreement with relevant local authorities		
	↳ Contractual Agreement – Employer & Relevant Local Authority		
9	Endorsement from relevant Authorities		
	<ul style="list-style-type: none"> ↳ Reserve Bank ↳ Maritime Safety Authority of Fiji [MSAF] ↳ Investment Fiji ↳ Legal Practitioners Unit ↳ Ministry of Education ↳ Fiji Hotel & Tourism Association ↳ Fiji Medical & Dental Association ↳ Ministry of Lands & Mineral Resources ↳ Ministry of Agriculture 		
10	Application fees	\$452.00	

<i>For official use only</i>		
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 check and endorsement		
iv	CJO Name:	Date Received:
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.		