



FIJIAN IMMIGRATION DEPARTMENT

Applicant Declaration

1. I declare the information given is complete, correct and up-to-date.
2. I understand that a decision on this application will be made on the basis of the documentation I have provided to the Fijian Immigration Department.
3. I am aware this Application may be unsuccessful if all required documentation is not provided at time of lodgment.

Signature: _____ Date: _____

NO	APPLICATION FOR EXTENSION OF WORK PERMIT FOR FISHING CHECKLIST [SHORED BASED POSITION – MANAGER/ OFFICE STAFFS]	EXT	
		YES	NO
1	Completed and signed application of work permit form		
2	Certified copy of applicant’s bio-data page of passport		
	↘ Two [2] certified photographs		
3	Company Request letter from the employer		
	↘ Company profile/ background		
	↘ Detailed justification for the need of the position		
4	Local Police Report for Principal applicant		
5	Medical Report for principal applicant [3 months validity from date of lodging]		
6	Contract of Employment [between applicant and employer]		
	• Contract to include Employment Period, Position and Remunerations		
7	Complete Curriculum Vitae:		
	• Applicant Previous Employment References		
	• Applicant Certified Certificates		
8	Company Registration		
	• Certified copy of Business Registration		
	• Certified copy of Tax Compliance Certificate from FRCS [Valid]		
9	Training Program		
10	Local Understudy:		
	• Name and position in the company		
	• Signed Contractual Agreement between understudy and company		
11	Advertisement: ALL positions must be advertised except:		
	• Seconded from Parent Company [Certified Secondment Letter]		
12	Analysis of local applications received		
	• Complete list of locals shortlisted for the job in tabulated form		
	• Academic Qualifications		

	<ul style="list-style-type: none"> • Work Experience 		
	<ul style="list-style-type: none"> • Reasons as to why not suitable for the position 		
13	Copy of Vaccination Card		
14	Application fees		\$452.00
<i>For official use only</i>			
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:	
ALL DOCUMENTS SUBMITTED SHOULD BE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED			