



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 lodgement.

Signature: _____ Date: _____

NO.	APPLICATION FOR EXTENSION OF LONG TERM WORK PERMIT CHECKLIST	NEW	
		YES	NO
1.	Completed and signed Application for Work Permit Form		
2.	<ul style="list-style-type: none"> • Request letter from the employer (in Company Letter Head) 		
	<ul style="list-style-type: none"> • Company profile/ background 		
	<ul style="list-style-type: none"> • Position Description 		
	<ul style="list-style-type: none"> • Roles of the position 		
	<ul style="list-style-type: none"> • Special requirements for the position 		
	<ul style="list-style-type: none"> • Detailed justification for the need of the position 		
3.	Previous Permit Documents		
	<ul style="list-style-type: none"> • Certified copy of applicants passport <i>previous</i> permit stamp 		
4.	Police Report of Principal applicant (FIJI)		
	<ul style="list-style-type: none"> • Police Report of Spouse from: <ul style="list-style-type: none"> ○ Fiji (if residing with Principal Applicant) ○ Country of origin/residence (if not accompanied) and wish to be part of the current application 		
5.	Medical Report for the Principal applicant		
	<ul style="list-style-type: none"> • Medical Report for the Spouse (if accompanied) 		
	<ul style="list-style-type: none"> • Medical Report for the Children(s) (if accompanied) 		
8.	Certified copy of applicant's passport bio data page		
	<ul style="list-style-type: none"> • Certified copy of spouse's passport bio data page (if accompanied) 		
	<ul style="list-style-type: none"> • Certified copy of children(s) passport bio data page (if accompanied) 		
9.	Curriculum Vitae [CV] - Updated		
	<ul style="list-style-type: none"> • Certified copies of academic qualifications (newly acquired, if any) 		
	<ul style="list-style-type: none"> • Certified copies of references for proof of work experience 		
10.	Original/Certified copy of the Position Advertisement. All positions to be advertised except:		
	<ul style="list-style-type: none"> • Seconded from Parent Company (Certified copy of the Secondment Letter) 		
	<ul style="list-style-type: none"> • Government Contract (Certified copy of Contract Agreement) 		
	<ul style="list-style-type: none"> • Family Business (Certified proof of relationship) 		

11.	Analysis of All local application(s) Received		
	<ul style="list-style-type: none"> • Complete list of Shortlisted Local Applicants (tabulated) 		
	<ul style="list-style-type: none"> • Academic Qualifications 		
	<ul style="list-style-type: none"> • Work Experience 		
	<ul style="list-style-type: none"> • Reasons, why the applicant is not suitable for the position 		
12.	Company Registration		
	<ul style="list-style-type: none"> • Certified copy of Foreign Investment Registration Certificate [FIRC] – if applicable 		
	<ul style="list-style-type: none"> • Certified copy of Investment Fiji approval (if applicable) 		
	<ul style="list-style-type: none"> • Certified copy of Business Registration 		
	<ul style="list-style-type: none"> • Valid FRCS Tax Compliance Certificate (to be valid for more than 6 months at date of lodgment) 		
13.	Contract of Employment (Refer sample from website to include all mandatory clauses mentioned)		
14.	Contractual Agreement with relevant local authorities <ul style="list-style-type: none"> • Contractual Agreement – Employer/Company & Relevant Local Authority 		
15.	Training Program (for the local understudy identified)		
16.	Local Understudy (Tripartite Agreement)		
	<ul style="list-style-type: none"> • Name and Position in the company of trainee 		
	<ul style="list-style-type: none"> • Signed Copy of the Contractual Agreement (Between the Company, Local Understudy and the Expatriate) 		
	<ul style="list-style-type: none"> • Detailed justification for not appointing the previous understudy 		
17.	Endorsement from relevant Authorities (if applicable)		
	<ul style="list-style-type: none"> • Reserve Bank 		
	<ul style="list-style-type: none"> • Maritime Safety Authority of Fiji [MSAF] 		
	<ul style="list-style-type: none"> • Investment Fiji 		
	<ul style="list-style-type: none"> • Legal Practitioners Unit 		
	<ul style="list-style-type: none"> • Ministry of Education 		
	<ul style="list-style-type: none"> • Fiji Hotel & Tourism Association 		
	<ul style="list-style-type: none"> • Fiji Medical & Dental Association 		
	<ul style="list-style-type: none"> • Ministry of Lands & Mineral Resources 		
	<ul style="list-style-type: none"> • Ministry of Agriculture 		
18.	Project Document (Start and End Dates of the Project)		
19.	Copy of Vaccination Card		
20.	Application fees		\$452.00
21.	Email (Block Letters)		
22.	Contact Details		
<i>For official use only</i>			
i	CSO - Name:		Date:

ii	Customer Details: ○ 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:
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.		