



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 NEW 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.	Certified copy of applicants passport permit stamp Copy of approval letter (Previous)		
4.	Police Report of Principal applicant (from country of citizenship/residence)		
	<ul style="list-style-type: none"> • Police Report of Spouse from country of origin (if accompanied) (from country of citizenship/residence) 		
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) 		
6.	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) 		
7.	Curriculum Vitae [CV]		
	<ul style="list-style-type: none"> • Certified copies of academic qualifications 		
	<ul style="list-style-type: none"> • Certified copies of references for proof of work experience 		
8.	Is this a new position? Yes / No		
	<ul style="list-style-type: none"> • If YES, please justify the need of the post 		
	<ul style="list-style-type: none"> • If NO, 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. 		
9.	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) 		
10.	Analysis of All local application(s) Received		
	<ul style="list-style-type: none"> • Complete List of Shortlist 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 		
11.	Company Registration		
	<ul style="list-style-type: none"> • Certified copy of Foreign Investment Certificate [FIC] 		
	<ul style="list-style-type: none"> • Certified copy of Investment Fiji approval 		
	<ul style="list-style-type: none"> • Certified copy of Business Registration 		
	<ul style="list-style-type: none"> • Valid FRCS Tax Compliance Certificate 		
12.	Contract of Employment – Employer & Employee (start & end date to be mentioned)		
13.	Contractual Agreement with relevant local authorities <ul style="list-style-type: none"> • Contractual Agreement – Employer & Relevant Local Authority 		
14.	Training Program (for the local understudy identified)		
15.	Local Understudy (Tripartite agreement)		
	<ul style="list-style-type: none"> • Name and Position in the company 		
	<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 		
16.	Endorsement from relevant Authorities		
	<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 		
17.	Project Document (If undertaking Project Work to include Start and End Dates of the Project)		
18.	Copy of Vaccination Card		
19.	Application fees		\$452.00
20.	Email		
21.	Contact Details		

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