

Work Permit Checklist as at 16 January 2018

- Letter of request from the local employer detailing the need for the position applied for;
 - Company profile/background
 - Position description
 - Roles of the position
 - Special requirements for the position
 - Detailed justification for the need for the position
 - If not a new position, provide the person's name previously doing the job and state whether resigned/migrated, etc. If expatriate, provide copy of the passport bio data page and permit stamp. **(only required for Time Post/LTWP or Extensions)**
- Certified copies of the applicant's passport (bio-data page);
- Police reports for the applicant from the country of citizenship and/or residence where he or she lived for twelve (12) months or more in the last ten (10) years. In the absence of a police report non-citizens are to show proof that necessary arrangements have been made with relevant police authorities for the production of a police report;
- Medical reports for the applicant from the country of citizenship and/or residence where he or she lived for twelve (12) months or more in the last ten (10) years. **(only required for 1st time applications for Time Post or LTWP)**
- Confirmed airline ticket; printed copy.
- Applicants Curriculum Vitae (CV)
 - Certified copies of academic qualifications
 - Certified copies of references for proof of work experience
- Advertisement **(not required for Work Permits 12 months or less)**
- Analysis of local applications received **(not required for Work Permits 12 months or less)**
 - Complete list of locals shortlisted for the job in tabulated form
 - Academic Qualifications
 - Work Experience
 - Reasons as to why not suitable for the position
- Company Registration
 - Certified copy of Foreign Investment Certificate (FIC)
 - Certified copy of Investment Fiji approval
 - Certified copy of Business Registration
- Contract of Employment **(not required for Work Permits 12 months or less)**
- FRCS Tax Compliance Certificate **(only required for Time Post Extensions up to the 3 years)**
- Training Program **(not required for Work Permits 12 months or less)**
- Local understudy: **(not required for Work Permits 12 months or less)**
 - Name and position in the company
 - Contractual Agreement between understudy and company
 - Detailed justification for not appointing the previous understudy
- Endorsement of relevant Authorities
 - Reserve Bank
 - Maritime Safety Authority of Fiji [MSAF]
 - Investment Fiji
 - Legal Practitioners Unit
 - Ministry of Education
 - **Fiji Hotel and Tourism Association**
 - Fiji Medical & Dental Association
 - Ministry of Lands & Mineral Resources
 - Fiji Commerce & Employers Federation
- The requisite fee: Total - \$632.00 *(Application - F\$452.00 and Permit Issue Fee - \$180.00)*