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)*