



APPLICATION FOR EXTENSION OF LONG TERM WORK PERMIT REQUIREMENTS

NO.	EXTENSION OF WORK PERMIT CHECKLIST	EXT	
		YES	NO
1	Completed and signed application form [Mandatory]		
2	Certified copy of applicant's bio-data page of passport		
	↳ Two [2] certified photographs – [Mandatory]		
3	Request letter from the employer		
	↳ Company profile/ background		
	↳ Position Description		
	↳ Detailed justification for the need of the position		
4	Police Report from Fiji for principal applicant		
	Police Report from Fiji for spouse [If accompanied by Principal Applicant]		
	Police Report for child if over 18 years [If applicable]		
5	Medical Report for Principal Applicant		
	Medical Report for spouse [If accompanied in the Principal Applicant for the first time]		
	Medical Report for child [If accompanied in the Principal Applicant for the first time]		
6	Curriculum Vitae [CV] - Detailed		
	↳ Certified copies of academic qualifications – Certified Copy		
7	Advertisement: ALL positions must be advertised except:		
	↳ Family Business [Certified proof of Relationship]		
	↳ Government Contract [Certified copy of Contract Agreement]		
	↳ Seconded from Parent Company [Certified Secondment Letter]		
8	Analysis of local applications received [if the position advertised – Mandatory]		
	↳ Complete list of locals shortlisted for the job in tabulated form		
	↳ Academic Qualifications		
	↳ Work Experience		
	↳ Reasons as to why not suitable for the position		
9	Contract of Employment [Start and End Date; – Mandatory]		
10	FRC's Tax Compliance Certificate [Mandatory] - (Should be valid for 3 months to 1 year)		
11	Training Program [Program for local Understudy Identified]		
12	Local understudy: [Mandatory] – (Tripartite – to be signed by Employer, Applicant and Successor)		

	<ul style="list-style-type: none"> ↳ Name and position in the company ↳ Contractual Agreement between understudy and company ↳ Detailed justification for not appointing the previous understudy 		
13	Company Registration [Mandatory]		
	↳ Certified copy of Business Registration		
14	Endorsement from relevant Authorities [If Applicable]		
	↳ Reserve Bank		
	↳ Legal Practitioners Unit		
	↳ Ministry of Education		
	↳ Fiji Hotel & Tourism Association		
	↳ Ministry of Lands & Mineral Resources		
	↳ Ministry of Agriculture		
	↳ Fiji Commerce and Employers Federation		
15	Projects Documents with Start and End Dates if the company is doing project works.		
16	Extension Fees		\$452
<i>For official use only</i>			
i	CSO - Name:	Date:	
ii	Customer - Name/Phone/E-mail:	Date:	
iii	CSO's comment on pending documents (First Vetting):	Date:	
	CSO's comment on pending documents (Second Vetting):	Date:	
Final check and endorsement			
iv	CSO Name:	Date Received:	
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY			