



**APPLICATION FORM**  
*for*  
**FOREIGN INVESTMENT REGISTRATION CERTIFICATE**

(Please read this Form carefully and ensure that you understand what is required to complete this Application Form)

(Note: Notes in *italics* are intended for general guidance only)

<b><u>PART</u></b> <b><u>A</u></b>	<b><u>FOREIGN INVESTOR INFORMATION</u></b>	<b><u>OFFICIAL</u></b> <b><u>USE</u></b>
<i>(A 'foreign investor', as defined by Section 3(1) of the <u>Foreign Investment Act 1999 and Foreign (Amendment) Investment Act 2004</u>, is the business enterprise/entity itself, for example, a sole proprietorship, partnership, private company, public company, etc.)</i>		
<b>1.</b>	<b>Proposed Name of the Business Enterprise/Entity:</b>	
<b>2.</b>	<b>Full Names (as in the Passport) and Current Address of all the Shareholders (please provide a Certified Copy of the Passport Bio-data Page for all the Names listed under this Section):</b>	
	<b>Full Name:</b> _____ <b>Date of Birth:</b> _____	
	<b>Position (for example, Director and/or Shareholder):</b>	
	<b>Country of Citizenship:</b>	
	<b>Residential Address:</b>	
	<b>% of Shares:</b>	
<i>(Persons associated with a foreign investor are defined by Section 3(2) of the <u>Foreign Investment Act 1999 and Foreign (Amendment) Investment Act 2004</u>. Please attach a separate page if more space is required to list all such persons.)</i>		
<b>3.</b>	<b>Intended Address of the Project/Business Site:</b>	
	<b><u>Lot Number:</u></b> _____	
	<b><u>Street Name:</u></b> _____	
	<b><u>Town/City:</u></b> _____	

*(Under Section 7(2) (c) of the Foreign Investment Act 1999, a foreign investor must notify Investment Fiji of a mailing address in Fiji at the time of Application for a Foreign Investment Registration Certificate (FIRC).*

4.	<b>Mailing Address in Fiji:</b>			
	<b>Authorised Contact Person:</b>			
	<b>Business Phone:</b>		<b>Fax:</b>	
	<b>Mobile:</b>		<b>Home Phone:</b>	
	<b>Email Address:</b>			
	<b><u>Postal Box/Lot Number:</u></b>	<b><u>Street Number and Name:</u></b>	<b><u>Town/City:</u></b>	

5.	<b>Mailing Address (Overseas):</b>			
	<b>Authorised Contact Person:</b>			
	<b>Business Phone:</b>		<b>Fax:</b>	
	<b>Mobile:</b>		<b>Home Phone:</b>	
	<b>Email Address:</b>			
	<b><u>Postal Box/Lot Number:</u></b>	<b><u>Street Number and Name:</u></b>	<b><u>Town/City:</u></b>	

*(Under Section 7(3) of the Foreign Investment Act 1999 and Foreign (Amendment) Investment Act 2004, a foreign investor must notify Investment Fiji of any change in the information the foreign investor provides in this Form, for example, the actual address when known.)*

6.	<b>The Proposed Type of Business Entity of the Foreign Investor:</b> <i>(For example, sole proprietorship, partnership, private company, public company, trust company etc.)</i>	
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7.	<p><b>Are you involved in any other business enterprise/entity in Fiji or overseas?</b>  <b>If yes, please provide the following details (wherever applicable):</b>  <u>Name of the Business:</u></p> <p><u>Name(s) of Partner(s)/Shareholder(s):</u></p>	
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	<p><b><u>Business Activity:</u></b></p> <p><b><u>Foreign Investment Registration Certificate (FIRC) Number (if registered in Fiji):</u></b></p>	
8.	<p>Have you worked in Fiji before?</p> <p>If yes, please provide details of the <u>name</u>, <u>telephone contact</u> and <u>street address</u> of the company worked in.</p>	
9.	<p>Is the foreign investor or any person associated with the foreign investor a declared bankrupt, an undischarged bankrupt, under management and/or receivership and/or liquidation under the Laws of the Republic of the Fiji or any other country?</p> <p>If yes, please provide details.</p>	
10.	<p>Has any of the shareholder(s) or anyone associated with the business been convicted of any crime?</p> <p>If yes, please provide details.</p>	
<b><u>PART</u></b> <b><u>B</u></b>	<b><u>BUSINESS ACTIVITY INFORMATION</u></b>	
11.	List all the activities to be undertaken using the descriptions set out in the <u>Fiji Standard Industrial Classification 2010 (FSIC 2010)</u> :	
	<b><u>Description of Activity (List 'Principal Activity' first)</u></b>	<b><u>FSIC Code</u></b>
<p><i>(Please refer to <u>Explanatory Note 1</u> for information on the FSIC 2010 and on how to determine the 'Principal Activity'. Please attach separate page if more space is required to list all the activities to be undertaken.) Please refer to the following link: <a href="http://www.investmentfiji.org.fj">www.investmentfiji.org.fj</a></i></p>		

<b>12.</b>	<p><b>Is any of the business activity to be undertaken a Restricted Activity under Regulation 3 of the Foreign Investment Regulations 2008?</b></p> <p><b>If yes, please provide details.</b></p>	
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*(Please refer to Explanatory Note 2 for information on Restricted Activities.) Please refer to the following link: [www.investmentfiji.org.fj](http://www.investmentfiji.org.fj)*

<b>13.</b>	<p><b>Please provide the following:</b></p> <p><b>Authorised Capital:</b> F\$ _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"><u>LOCAL</u></td> <td style="width: 50%; text-align: center;"><u>FOREIGN</u></td> </tr> </table> <p><b>Issued Capital:</b>                    _____                    _____</p> <p><b>Paid-up Capital:</b>                    _____                    _____ <i>(For companies)</i></p> <p><b>Loans:</b>                    _____                    _____</p> <p><b>Owner's Contributions:</b> _____                    _____ <i>(Other than companies)</i></p>	<u>LOCAL</u>	<u>FOREIGN</u>	
<u>LOCAL</u>	<u>FOREIGN</u>			

<b>14.</b>	<p><b>Proposed level of total investment:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;"><u>YEAR 1 (F \$)</u></th> <th style="width: 33%;"><u>YEAR 2 (F \$)</u></th> <th style="width: 33%;"><u>YEAR 3 (F \$)</u></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>Proposed level of employment:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">_____</td> <td style="width: 50%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">(Fiji Citizens)</td> <td style="text-align: center;">(Foreign Citizens)</td> </tr> </table> <p><i>(To qualify for a work permit, a foreigner/foreign investor needs to bring in at least \$50,000 in cash as equity investment from offshore. Funds brought into Fiji as equity should be transferred into the business enterprise's/entity's Fiji Dollar resident bank account in Fiji and not an offshore bank account.)</i></p>	<u>YEAR 1 (F \$)</u>	<u>YEAR 2 (F \$)</u>	<u>YEAR 3 (F \$)</u>				_____	_____	(Fiji Citizens)	(Foreign Citizens)	
<u>YEAR 1 (F \$)</u>	<u>YEAR 2 (F \$)</u>	<u>YEAR 3 (F \$)</u>										
_____	_____											
(Fiji Citizens)	(Foreign Citizens)											

<b>15.</b>	<p><b>Please identify the sources of funding for both, foreign and local partner(s)/shareholder(s):</b></p>	
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**Additional Important Information and Requirements for Applicants (to be provided with this Application).**

1. Investors are encouraged to reserve their business name with the *Registrar of Companies* prior to being registered with Investment Fiji.
2. If a Company/Business is listed as a Shareholder, the Application Form should include the following:
  - A certified true copy of the Certificate of Incorporation;
  - Other supporting documents such as brochures, annual reports etc (in available);
  - Name (s) of those associated with the Shareholding Company
3. A copy of the Shareholders Agreement and a copy of the Declaration of Shareholders, witnessed/certified by a Justice of Peace, Lawyer and/or Chartered Accountant, are to be submitted if local equity contribution is required;
4. A certified true copy of the Passport Bio-Data Page of all those associated with the Company/Business;
5. A recent (within 12 months) original or certified true copy of a Police Clearance Report from the Country of Residence of all Shareholders of the Company/Business;
6. Recent colour passport size photograph with names written at the back of each photograph, of all those associated with the Company/Business;
7. A Business Plan covering Budget/Cash Flow forecast for the proposed project;
8. Copies of agreement such as Lease Agreement(s), Contract Agreement(s) and Purchase Agreement(s) etc. (if any); and
9. Any other relevant document upon request.
  
10. Proof of company registration from abroad (if applicable) is to be provided.
  
11. The granting of a Foreign Investment Registration Certificate (FIRC) does not qualify the investor(s)/company to qualify for or be automatically granted permits from the various approving agencies.

***Note: Under the Foreign Investment Act 1999 and Foreign (Amendment) Investment Act 2004, providing false and/or misleading information could incur a maximum penalty of \$20,000 and result in the cancellation of the Foreign Investment Registration Certificate (FIRC).***

## DECLARATION

I/We, the undersigned, being duly authorised by the foreign investor, hereby declare that the information contained in this Application is correct and complete, and I/We authorise the Chief Executive Officer of the Investment Fiji to make all the necessary enquiries and to conduct all the necessary checks in relation to this Application.

**Name(s):**

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**Position(s):**

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ (year)

**Signature(s):**

**Company Seal (if applicable):** \_\_\_\_\_

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***Only fully completed, original and signed Application Forms, together with the full payment of a non-refundable Application Fee of F\$2,875 will be processed by Investment Fiji.***

*The completed Form should be submitted either in person or by post to:*

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The Chief Executive Officer  
Investment Fiji  
6th Floor, Civic Tower, Victoria Parade  
Suva  
Fiji

**OR**

P O Box 2303  
Government  
Buildings  
Suva

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*Official Use*

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1. Does the foreign investor qualify for a Foreign Investment Registration Certificate (FIRC)?

YES

NO

If not, why?

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Registrar*

2. **DECISION:**

Grant

Refuse

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The Chief Executive Officer  
Investment Fiji*