

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)

<u>PART A</u>	<u>FOREIGN INVESTOR INFORMATION</u>	<u>OFFICIAL USE</u>
<i>(A' foreign investor', as defined by Section 3(1) of the <u>Foreign Investment Act 1999</u>, is the business enterprise / entity itself, for example, a sole proprietorship, partnership, private company, public company, etc.)</i>		
1.	Proposed Name of the Business Enterprise/Entity:	
2.	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):	
	Full Name: _____ Date of Birth: _____	
	Position (for example, Director and/or Shareholder):	
	Country of Citizenship:	
	Residential Address:	
	% of Shares:	
<i>(Persons associated with a foreign investor are defined by Section 3(2) of the <u>Foreign Investment Act 1999</u>. Please attach a separate page if more space is required to list all such persons.)</i>		
3.	Intended Address of the Project/Business Site:	

	<u>Lot Number:</u>	<u>Street Name:</u>	<u>Town/City:</u>	
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(Under Section 7(2)(c) of the Foreign Investment Act 1999, a foreign investor must notify FTIB of a mailing address in Fiji at the time of Application for a Foreign Investment Registration Certificate (FIRC).)

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

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

(Under Section 7(3) of the Foreign Investment Act 1999, a foreign investor must notify the Fiji Islands Trade & Investment Bureau (FTIB) of any change in the information the foreign investor provides in this Form, for example, the actual address when known.)

6.	The Proposed Type of Business Entity of the Foreign Investor: <i>(For example, sole proprietorship, partnership, private company, public company, etc.)</i>	
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7.	Are you involved in any other business enterprise/entity in Fiji or overseas? If yes, please provide the following details (wherever applicable): <u>Name of the Business:</u>	
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	<p><u>Name(s) of Partner(s)/Shareholder(s):</u></p> <p><u>Business Activity:</u></p> <p><u>Foreign Investment Registration Certificate (FIRC) Number (if registered in Fiji):</u></p>	
<p>8.</p>	<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>	
<p>9.</p>	<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 Islands or any other country?</p> <p>If yes, please provide details.</p>	
<p>10.</p>	<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>	

<u>PART B</u>	<u>BUSINESS ACTIVITY INFORMATION</u>																	
11.	List all the activities to be undertaken using the descriptions set out in the <u>Fiji Standard Industrial Classification 2004 (FSIC 2004)</u> :																	
	<u>Description of Activity (List 'Principal Activity' first)</u>	<u>FSIC Code</u>																
<i>(Please refer to <u>Explanatory Note 1</u> for information on the FSIC 2004 and on how to determine the 'Principal Activity'. Please attach a separate page if more space is required to list all the activities to be undertaken.)</i>																		
<i>(Please refer to <u>Explanatory Note 2</u> for information on Reserved Activities.)</i>																		
12.	Is any of the business activity to be undertaken a Restricted Activity under Regulation 3 of the Foreign Investment Regulations 2008? If yes, please provide details.																	
<i>(Please refer to <u>Explanatory Note 3</u> for information on Restricted Activities.)</i>																		
13.	<p>Please provide the following:</p> <p>Authorised Capital: F\$ _____ (minimum: F\$ 250,000 cash – inclusive of offshore branches)</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;"><u>LOCAL</u></td> <td style="text-align: center;"><u>FOREIGN</u></td> </tr> <tr> <td>Issued Capital:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Paid-up Capital: <i>(For companies)</i></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Loans:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Owner's Contributions: <i>(Other than companies)</i></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>			<u>LOCAL</u>	<u>FOREIGN</u>	Issued Capital:	_____	_____	Paid-up Capital: <i>(For companies)</i>	_____	_____	Loans:	_____	_____	Owner's Contributions: <i>(Other than companies)</i>	_____	_____	
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Loans:	_____	_____																
Owner's Contributions: <i>(Other than companies)</i>	_____	_____																

14.	<p>Proposed level of total investment: (<u>minimum</u>: \$250,000 cash)</p> <table border="1" style="width: 100%; margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center; padding: 5px;"><u>YEAR 1 (F \$)</u></th> <th style="width: 33%; text-align: center; padding: 5px;"><u>YEAR 2 (F \$)</u></th> <th style="width: 33%; text-align: center; padding: 5px;"><u>YEAR 3 (F \$)</u></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposed level of employment:</p> <p style="text-align: center; margin-top: 20px;">_____</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center; width: 45%;"> <p>(Fiji Citizens)</p> </div> <div style="text-align: center; width: 45%;"> <p>(Foreign Citizens)</p> </div> </div> <p style="font-size: small; margin-top: 10px;"><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>			
<u>YEAR 1 (F \$)</u>	<u>YEAR 2 (F \$)</u>	<u>YEAR 3 (F \$)</u>					
15.	<p>Please identify the sources of funding for both, foreign and local partner(s)/shareholder(s):</p>						
	<p>Additional Important Information and Requirements for Applicants (to be provided with this Application).</p> <ol style="list-style-type: none"> 1. Investors are encouraged to reserve their business name with the <i>Registrar of Companies</i> prior to being registered with FTIB. 2. If a company is being listed as a Shareholder, then the name(s) of those associated with that Shareholding Company must be provided to FTIB. 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 Copy of the Passport Bio-data Page, together with a recent coloured passport size photo, of all those associated with the business must be provided. 5. The Police Clearance Report from the country where you have been residing in the last 12 months or more is to be provided. 6. Proof of company registration from abroad (if applicable) is to be provided. 7. 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, 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 Fiji Islands Trade & Investment Bureau (FTIB) to make all the necessary enquiries and to conduct all the necessary checks in relation to this Application.

Name(s):

Position(s):

Signed at _____ **this** _____ **day of** _____ **(year)**

Signature(s):

Company Seal (if applicable): _____

Only fully completed, original and signed Application Forms, together with the full payment of a non-refundable Application Fee of F\$2,500 will be processed by FTIB.

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

The Chief Executive Officer
Fiji Islands Trade & Investment Bureau (FTIB)
6th Floor
Civic Tower
Victoria Parade
Suva
Fiji

OR

P O Box 2303
Government Buildings
Suva
Fiji

Official Use

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

YES

NO

If not, why?

Signature: _____

Date: _____

Registrar

2. **DECISION:**

Grant

Refuse

Signature: _____

Date: _____

*The Chief Executive Officer
Fiji Islands Trade & Investment Bureau (FTIB)*