

DEPARTMENT OF IMMIGRATION

<p>Name of approval Give the official name of approval used with investors</p>	<p>Work Permit</p>
<p>Purpose of approval Provide a description of what the authorisation provides to investors</p>	<p>A work permit allows a foreign investor to work in Fiji except for former Fiji citizens holding PR status and those holding dual citizenship. Without this approval, no foreigner will be allowed to establish business and work in Fiji.</p>
<p>Name of agency issuing the approval Give official title of the body with the authority to grant the approval to investors</p>	<p>Immigration Department</p>
<p>Contact information for the agency Provide the title of the person that is the first contact for the approval, and their contact information: street address, mailing address, telephone fax numbers, and e-mail/website address. If the authority has several different locations, contacts should be identified for each location.</p>	<p>The Director Immigration Department P O Box 2224 Government Buildings Suva Phone: (679)3312622 Fax: (679)3301653 Website: www.immigration.gov.fj</p>
<p>Process that must be followed to obtain the approval Provide a brief description of the basic steps the investor must follow in order to obtain the approval. This should include identification of other agencies that the responsible authority must consult with in processing the application.</p> <p>Note: Written guidelines and an application form should be provided as separate documents.</p>	<ol style="list-style-type: none"> 1. One form must be completed by each applicant. However, where a family is applying for permits at the same time as the principal applicant, the other spouse and their unmarried children under 21 years of age may be included on the same form. The only occasion where children under 21 years complete a separate form is when they enter the Fiji Islands separately from the family and their permits were not applied for at the same time. 2. Where proof of qualifications and financial status are required, attested copies maybe submitted but the Department reserves the right to call for original documents. 3. Application fee which are not refundable, must accompany the application either in bank draft or cash in Fiji currency. 4. Dates should be shown in the form: Day/Month/Year, e.g. 28/09/2001 5. Copies of marriage certificate (if appropriate) should be attached with all children's birth certificates if permits are required for them. The department reserves the right to call for original documents. 6. Police reports in respect of the applicant and his/her spouse from their countries of citizenship or residence must be submitted if they have lived there for 12 months or more in the last ten years. 7. Medical reports which are less than 3 months old must be submitted by the applicant and members of his/her family

How decisions are made

Briefly explain (a) who has the power to grant the approval, and (b) what criteria are used to approve or reject an application. If there is a lot of information used in the decision-making process it can be included in a separate document.

Processing time of the Approval

Identify how long in days or weeks it takes from the point of submission of an application by the investor until a decision is made. This should be the average processing time. The authority should avoid stating a processing time they know cannot currently be met.

Cost of the approval

Identify the official cost(s) the investor is required to pay the agency in order to obtain the approval.

who are applying for permits. The Department’s medical report form must be used for this purpose.

For foreign investors, the requirements include:

1. Approval letter of the project from the FTIB (copy)
2. Copy of the Foreign Investment Registration Certificate (FIRC)
3. Police & Medical reports
4. Copy of the passport bio-data page.

Permits are normally issued for a period not greater than 3 years in the first instance.

Once a foreign investor has all the above documents with the completed work permit application form, the Director may or may not approve the permit.

Processing may take 3 to 7 working days for a decision to be made provided all the requirements have been satisfactorily met.

Fee for Work Permit:

Application fee -\$465.00
 Issue fee is -\$185.00
 Total -\$650.00