



6th Floor, Civic Tower, Victoria Parade / P.O. Box 2303, Government Buildings, Suva, Fiji
Phone :(679) 3315988 or Fax: (679) 3301783

CHANGE IN SHAREHOLDING STRUCTURE APPLICATION FORM

CISS form

C O N F I D E N T I A L

Under section 11 of the Foreign Investment (Budget Amendment) Act 2016, a foreign investor must provide the Chief Executive of the Investment Fiji with details for any change in ownership/shareholding structure for business/company for approval purpose. The Chief Executive should receive an application before the change is effected.

Company Name: _____

Details of Existing Shareholding Structure

Full Name of Investor	Passport Number	Position	% of Shares	Country of Citizenship

Details of New Shareholding Structure

Full Name of Investor	Passport Number	Position	% of Shares	Country of Citizenship

Company Address: _____

Authorized Contact Details:

Full Name: _____ Position: _____

Ph.: (679) _____ Mobile: (679) _____ Fax :(679) _____

Email: _____

Physical Address: _____

Postal Address: _____

Agents Contact. (if applicable): _____

Project Update

CHECKLIST

Documents Requirement	YES / NO	If No, please justify
Completely fill in the CISS Form		
Certified true copy of the passport bio-data page for incoming shareholder/director		
Recent colored passport photo for incoming shareholder/director		
Original or certified true copy of the police report for incoming shareholder/director (report should be within the 1 year timeframe from the date of request)		
Original or certified true copy of the directors/partners resolution signed by all parties associated (incoming and outgoing shareholder/directors)		
Evidence of latest Tax/VAT return of the Company/Business lodged to Fiji Revenue & Customs Authority		

A certified true copy of the Registrar of Companies Certificate (if not submitted to Investment Fiji previously)		
Latest Financial Statement of the Company/Business from a Registered Accountant		
Evidence of latest Fiji National Provident Fund (FNPF) lodgments (if applicable)		
Reserve Bank of Fiji (RBF) indicating the amount of funds remitted from offshore and issuance of shares approval		
Fill either Foreign Investor Survey (FIS) Form or a Declaration (D1) Form if the project has already implemented but has not been reported to Investment Fiji.		
Any other documents upon request		

(15 working days to process the application provided all relevant documents are submitted at the time of submission)

Name: _____
(Please print name)

Date: _____

Signature: _____
(Authorised signatory)

Under section 11(1)(H) of the Foreign Investment (Budget Amendment) Act 2016, the penalty for non-compliance can be fined not exceeding \$50,000.

**Complete this form and send to: The Chief Executive Officer
Investment Fiji
6th Floor, Civic tower, Victoria Parade
P O Box 2303, Government Buildings, Suva, Fiji**

www.investmentfiji.org.fj

info@investmentfiji.org.fj

(The information supplied in this form will be kept confidential and used for Investment Fiji's purpose only)