



APPLICATION FOR WORK PERMIT (NEW) OVERSEAS EMPLOYERS & EMPLOYEES

Version: 01 Date: 01/06/2022	Document No. FID-002C
---------------------------------	---------------------------------

Who should use this form:

- Non-citizen employed by an overseas based employer on a formal agreement/contract with Fiji based company.

Instructions:

1. Application must be made by persons over 18 years of age.
2. This application to be filled by the Principal Applicant ONLY.
3. All documents must be submitted as per Work Permit Overseas Employers and Employees documentary requirements. The Department reserves all rights to acquire additional documents for further verification as and when required.
4. Where a question in a particular section does not apply to you please put NONE or N/A where applicable.
5. All documents submitted must be certified copies.
6. Providing false information in this application can lead to imprisonment or a fine or both.
7. Ensure that you include the applicable fee.
8. One form should be completed by each applicant.

How to apply:

1. Complete this form in English using CAPITAL LETTERS.
2. You must provide the address on where you intend to live while your application is being processed. Failure to give residential address in your application will result in your application being invalid. Postal address will not be accepted as your residential address.
3. If your documents are not in English language, you must arrange them to be translated to English by an accredited translator or confirmation from your respective embassies.
4. Completed forms should be lodged Online through the Fijian Immigration website www.immigration.gov.fj
5. Keep a copy of your application and all attachments for your own record.

DOCUMENT REQUIREMENTS

<input type="checkbox"/>	Letter from the Overseas Employer (on Company Letterhead)
<input type="checkbox"/>	Copy of valid passport bio data page (6 months or more)
<input type="checkbox"/>	Invitation Letter from Local Company/Organization
<input type="checkbox"/>	Police Report of Principal Applicant from Country of Citizenship/Residence (for countries where applicant resided for 12 months or more)
<input type="checkbox"/>	Medical Report for the Principal Applicant (Completed at least 3 months prior to lodgment of application)
<input type="checkbox"/>	Contractual Agreement between Overseas Employer and Local Company (if applicable)

PLEASE ENSURE DOCUMENTS SUBMITTED ARE IN ENGLISH ONLY

Application Fees : \$664.50

Processing Timeline: 21 Working Days

Type or use a pen, and write in English using CAPITAL LETTERS

Tick where applicable

PART A

APPLICATION INFORMATION

(To be completed by the principal applicants)

A1. Preferred title: *(Tick Only One box)* Mr Mrs Ms

Miss Dr Other (specify)

A2. Surname

A3. Given Names (s)

A4. Date of Birth (dd/m/yyyy)

A5. Gender Male Female

A6. Nationality

A7. Passport Number

A7. Passport Expiry Date

PART B

OVERSEAS EMPLOYER DETAILS

(To be completed by the Employer)

B1. Name of Business/Organisation Name.

B2. Address of Business/Organisation

B3. Contact

B4. Email

PART C

LOCAL COMPANY/ ORGANISATION INFORMATION

(To be completed by the Local Company/Organisation)

C1. Name of Business/Organisation Name.

C2. Address of Business/Organisation

C3. Contact

C4. Email

PART D PURPOSE OF APPLICATION

(To be completed by the Applicant)

D1. What is the purpose of application

- Work
- Work Conference
- Training/Workshop
- Auditing
- Consultation Work
- Guest Lecturer
- Other (Please specify)

PART E EMPLOYEE DECLARATION

(To be completed by the Principal Applicant)

E1. Please read the following carefully before signing. Complete this declaration if you are the principal applicant and are aged 18 years or over.

- I declare that the information I have supplied in this form is complete, true and correct in every detail.
- I declare I shall not behave in any manner prejudicial to the peace, defense, public safety order, public morality, public health, security or good government of the Fiji Islands.
- I understand that a decision on this application will be made on the basis of documents and statements provided.
- I am aware this application may be unsuccessful where I have not demonstrated that the criteria of the grant of the permit have been satisfied. All the required documentation demonstrating this should be provided at the time of lodgment.

Signature: _____ Date: _____

E2. Email

E3. Telephone

IMPORTANT NOTICE

Please ensure that all documents submitted are in English

PART F**FOR OFFICIAL USE ONLY****F1. To be filled by Officials**

Received By _____

Date Received _____

Application Number _____

Remarks _____

 _____**PART G****OVERSEAS EMPLOYER DECLARATION**

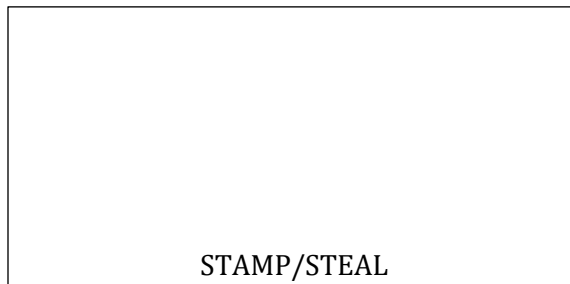
1. We agree to comply with all the requirements in this form and to submit all the Documents requested, therein.
2. We agree that should the holder of this permit (employee) for any reason ceases to be employed by the employer's name in the duration of this permit it shall be deemed to have expired from the date of such cessation.
3. We agree to inform the department of the cessation of employment of the permit holder.
4. We acknowledge that if any conditions stated herein is breached by the holder of this permit, the Permanent Secretary will immediately render the permit null and void.
5. We fully indemnify the Government of Fiji against any expense in connection with the presence in or repatriation of (employee's name) from Fiji.
6. We certify that all the above information is true to the best of our knowledge and belief.

Signed: Date:

Name in Full:

Position in Company/Organisation:

Company Stamp/Seal:



STAMP/STEAL