

REPUBLIQUE DE VANUATU

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DEPARTEMENT DU TRAVAIL ET DE L'EMPLOI

DEPARTMENT OF LABOUR & EMPLOYMENT SERVICES

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Attention: To all Business houses in Vanuatu
Date: 2 February 2022

DEPARTMENT OF LABOUR DIRECTIVES ON WORK PERMIT FEES

We wish to advise that pursuant to *Section 5F of Labour (Work) Permit Act (as amended)*, the application fee payable on an application for a work permit, temporary work permit or exemption under the Act is VT 20,000.

We further wish to clarify that pursuant to Ministerial Order N#39 of 2021 regarding the prescribed rate of work permit tax for non-citizen worker effective 20 April 2021 the work permits tax is VT 180, 000.

We further wish to kindly remind and advise our valuable clients on the following:

WORK PERMIT EXEMPTION (SHORT TERM)	TEMPORARY WORK PERMIT (SHORT TERM)
<ul style="list-style-type: none">○ Application Fee : 20 000Vt○ Work Permit Tax: 10 000Vt○ Validity Period of Work Permit: One (1) Week to One (1) Month.○ Not Renewable.	<ul style="list-style-type: none">○ Application Fee: 20 000Vt○ Work Permit Tax: 40 000Vt○ Validity Period of Work Permit: One (1) Month up to Four (4) Months.○ Not Renewable.
PERMANENT WORK PERMIT FOR ONE YEAR (NEW & RENEWAL)	RELIGIOUS INSTITUTION WORK PERMIT (LONG TERM)
<ul style="list-style-type: none">○ Application Fee: 20 000Vt○ Work Permit Tax: 180 000Vt○ Validity Period of Work Permit: One (1) year.○ Renewable each year and only up to four (4) Years.	<ul style="list-style-type: none">○ Application Fee: 20 000Vt○ Work Permit Tax: Exempted○ Validity Period of Work Permit: One (1) Year○ Renewable each Year.

CHANGE OF EMPLOYER (LONG TERM)	CHANGE OF OCCUPATION/ EMPLOYMENT STATUS (ONLY APPLY FOR RENEWAL WORK PERMIT)
<ul style="list-style-type: none"> ○ Application Fee: 20 000Vt ○ Work Permit Tax: 180 000Vt ○ Validity Period of Work Permit: One (1) year) ○ Renewable each year and only up to four (4) years. 	<ul style="list-style-type: none"> ○ Application Fee: 20 000Vt ○ Work Permit Tax: 180 000Vt ○ Validity Period of Work Permit: One (1) year) ○ Renewable each year and only up to four (4) years.
TRANSFER/ REPLACEMENT WORK PERMIT (TO REPLACE A CANCELLATION OF WORK PERMIT).	
<ul style="list-style-type: none"> ○ Application Fee: 20 000Vt ○ Work Permit Tax: Exempted ○ Validity Period of Work Permit: Unused period stated in the cancellation Letter. ○ Renewable. 	

Payment has to be done at the Government cashier. We cannot receive any cash nor cheque. Once payment is executed, applicants are required to attach their work permit and application fees payment receipt to their application before final submission to this office.

We remind all our clients that pursuant to Section 5D (3) of the Act work permit work permit fees are not refundable.

We thank you for your attention in this matter. Please contact this office should there be further queries or clarification on the same.

Yours Sincerely,



Murielle MELTENOVEN
COMMISSIONER

Department of Labour & Employment Services
Ministry of Internal Affairs

CC: Vanuatu Immigration Services