



**DOL CHECK LIST FORM**

**Work Permit Fee and Tax**

[20 000 VT – Application Fee]

[10 000 VT – Exemption (Application Fee only) – One Day to One Month Permit – Not Renewable]

[10,000 VT – Religious Institution]

[40 000 VT – Temporary Work Permit (Application Fee Included) – One Month to Four Months Permit – Not Renewable]

[330 000 VT – Valid Permit for 1 Year]

[330 000 VT – Renewal of Valid Permit for 1 Year]

**NOTE FEES ARE NOT REFUNDABLE & TAX IS NOT REFUNDABLE IF APPLICATION IS REFUSED**

**CHECK LIST ON WORK PERMIT APPLICATION(S)**

For the issue of new applications being for exemption, temporary and valid permit for 1 year or the renewal of a valid work permit for 1 year.

**[Official Use Only]**

TYPE OF PERMIT (Tick One Only)	√
<i>I. Exemption</i>	
<i>II. Temporary</i>	
<i>III. Valid Permit For 1 Year</i>	
<i>IV. Renewal of Valid Permit for 1 Year</i>	
<i>V. Change of Employer</i>	
<i>VI. Change of Employment Status</i>	
<i>VII. Replacement Permit</i>	

EXEMPTION
Date Accepted:
Officer Accepting:
Work Permit Fee Paid: YES/NO
Cash:
Cheque No:
Cover Letter Explanation Provided: YES/NO
Copy of Flight Itinerary Provided: YES/NO
Copy of Passport Provided: YES/NO
Letter from PIO provided: YES/NO
Copy of Residence Permit for Residents: YES/NO

TEMPORARY
Date Accepted:
Officer Accepting:
Work Permit Tax Paid: YES/NO
Cash:
Cheque No.:
Cover Letter Explanation Provided: YES/NO
Copy of Flight Itinerary Provided: YES/NO
Copy of Passport Provided: YES/NO
Letter from PIO Provided: YES/NO

PERMANENT
Date Accepted:
Officer Accepting:
Application Fee Paid: YES/NO
Work Permit Tax Paid: YES/NO
Cash:
Cheque No.:
Cover Letter Explanation Provided: YES/NO
Work Permit Card Attached for Renewal: YES/NO
Position Advertised: YES/NO
2 Passport Size Photo Provided: YES/NO
Qualifications and References Copies Provided: YES/NO
Copies of Written Contract Provided: YES/NO
Letter of Job Description
Identification of a local counterpart YES/NO
Counterpart's Training Plan Provided YES/NO
Interview Report Provided: YES/NO
Copy of Residence Permit Provided: YES/NO
Copy of Passport Provided: YES/NO

Copy of Residence Permit for Residents:  
YES/NO

**TO BE FILLED OUT BY APPLICANT or AGENT**

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**INCOMPLETE FORMS WILL NOT BE CONSIDERED**

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**APPLICANT DETAILS**

Surname:	First Name:
Nationality:	
Postal Address:	
Telephone No.:	
Residency Status: Expatriate Residence / Overseas Resident	
If Expatriate Resident, Provide Resident Permit No:	Date Issued: Date Expired:
If Overseas Resident: - Police Clearance Provided: YES/NO	
If Overseas Resident: - Last Employment Record and References Provided: YES/NO	

**EMPLOYER DETAIL**

Legally Registered Name (in full):	
Trading Name (if used):	
Type of Business:	
Postal Address:	
Telephone No:	Fax No:
Registration Papers or Articles of Association Provided: YES/NO	
Bankers Reference Provided: YES/NO	
Reference from a Vanuatu Professional Body (Lawyer, Accountant, VIPA) Provided: YES/NO	
Paid up Capital: VT	

**LIST OF COMPANY OWNERS**

NAME	SHARES HELD	POSTAL ADDRESS

**LIST OF COMPANY DIRECTORS**

NAME	SHARES HELD	POSTAL ADDRESS

**AGENT DETAILS (if an agent is being used)**

Legally Registered Name (in full):
Trading Name (if used):
Postal Address:

Telephone No:	Fax No:
Name of Person Processing Application: Mr. Mrs. Miss	

**DETAILS OF WORK PERMIT**  
**If applicant currently holds an existing work permit**

Type of Work Permit: Exemption / Temporary / One Year Permit
Date Work Permit Issued: / / / Date Work Permit Expires: / / Residency Permit No:
Date Residency Permit Issued: / / Date Residency Expires / / Residency Permit No.:
How many Extensions / Renewals have been issued:
Has a Local Counterpart been identified for training of this post: YES/NO
If Yes, please specify details of training below:

I/We hereby apply to seek the granting of a work permit to Mr /Miss /Mrs. ....

**STATEMENTS**

**APPLICANT**

I ..... Declare that the above information is true to the best of my knowledge.

Signature: ..... Date: .....

Witness Signature and Initials: .....

**AGENT**

I, ..... declare that the above information is true to the best of my knowledge.

Signature: ..... Date: .....

Witness Signature and Initials: .....

**[Official Use Only]**

**CHECKLIST OF OTHER APPROVALS RELATING TO THIS APPLICATION**

<b>DEPARTMENT</b>	<b>DATE RECEIVED</b>	<b>DATE COMPLETED</b>	<b>REMARKS</b>
Work Permit Officer			
M&T - OFFICER			
SLO – M&T			

**This part is reserved only for the Commissioner of Labour**

Application Approved / Refused on (Date): .....

Comments:

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.....  
.....  
.....

**MELTENOVEN**  
**Labour**

Signature: \_\_\_\_\_  
**Murielle METSAN**  
**Acting Commissioner of**