

## **BUSINESS VISA MEDIUM TERM CHECK LIST**

Applicant(s) Full Name(s): .....

Residential Address in Vanuatu: .....

#	Description	Check
1	Application form dully completed	<input type="checkbox"/>
2	Copy of Valid Passport (Validity more than 6 months)	<input type="checkbox"/>
3	2 ID Photos	<input type="checkbox"/>
4	Receipt for Payment of Associated Fees	<input type="checkbox"/>
5	Police Clearance from Country of Origin (Nationality)	<input type="checkbox"/>
6	Medical Certificate	<input type="checkbox"/>
7	Copy of Arrival ticket (date)	<input type="checkbox"/>
8	Copy of Return ticket	<input type="checkbox"/>
9	Cover letter from business partner/employer	<input type="checkbox"/>
10	Receipt for Payment of Work Permit Fees	<input type="checkbox"/>
11	Copy of Valid temporary Work Permit from Labour Department	<input type="checkbox"/>
12	Copy of receipt of temporary Work Permit from Labour Department	<input type="checkbox"/>
13	Copy of Valid Business License, VIPA and VFSC for Employing Company	<input type="checkbox"/>
14	If Company is owned by a Ni-Van, Provide a copy of Vanuatu Passport or Citizenship certificate	<input type="checkbox"/>
15	Is the person inside the Country? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>
	*If Yes, needs to pay for change of status? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>
	*If yes for above, provide receipt for payment of change of status	<input type="checkbox"/>

**IMPORTANT: if any of the above is not provided, application will be rejected**

Submitted by: .....

Date received: ..... / ..... / .....

Signature:

Front Desk Officer: .....

Date received: ...../...../.....

Signature:

Name of Compliance Officer: .....

Date received: ..... / ..... / .....

DUE DILIGENCE CHECK COMPLETE?    YES       NO

Signature:

Name of Visa Officer: .....

Date received: ..... / ..... / .....

Signature: