

RESIDENCY VISA - EMPLOYEE CHECKLIST

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	Immigration Bond	<input type="checkbox"/>
8	Copy of employment contract	<input type="checkbox"/>
9	Certification letter from Labour for Work Permit	<input type="checkbox"/>
10	Receipt for payment of work permit fees	<input type="checkbox"/>
11	Copy of valid work permit	<input type="checkbox"/>
12	Copy of valid Business Licence, VIPA and VFSC for employing company	<input type="checkbox"/>
13	Copy of Vanuatu Passport or Citizenship Certificate for Ni-Van company owner	<input type="checkbox"/>
14	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"/>
15	Person outside of the country? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>
	* If outside of country, provide NDMO approval letter of entry	<input type="checkbox"/>

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

Submitted by:

Date received:/...../.....21

Signature:

Front Desk Officer:

Date received:/...../.....21

Signature:

Name of Compliance Officer:

Date received:/...../.....21

DUE DILIGENCE CHECK COMPLETED? YES NO

Signature:

Name of Visa officer:

Date received:/...../.....21

Signature: