

RENEWAL RESIDENCY VISA - EMPLOYEE CHECKLIST

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

Residence Visa(s) Reference(s):.....

#	Description	Check	Remarks
1	Copy of passport	<input type="checkbox"/>	
2	Return Old R/Permit Card	<input type="checkbox"/>	
3	Receipt of Payment for Residence Visa Fees	<input type="checkbox"/>	
4	Copy of valid Work Permit	<input type="checkbox"/>	
5	Copy of receipt for Labour for work Permit Payment	<input type="checkbox"/>	
6	Copy of Valid VFIPA Certificate for Employing company	<input type="checkbox"/>	
7	Copy of Valid Business licence for Employing company		
8	Copy of VFSC (Vanuatu Financial Service Commission) for Employing company		
6	Copy of VUT passport or Citizenship Certificate for Ni-Van company owner	<input type="checkbox"/>	
10	Change of status needed? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	* if yes, receipt for change of status provided?	<input type="checkbox"/>	
	* Labour certification letter or W/permit changed?	<input type="checkbox"/>	
	* change of status fromto		

**If any of the above is not provided, please:*

--->MAKE PAYMENT of associated fees at the cashier to obtain a receipt

--->KEEP application until you gather ALL OTHER REQUIREMENTS

BEFORE you make SUBMISSION of APPLICATION

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

Name of person submitting the application:

Signature:

OFFICIAL USE - do not fill this section

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

Name Front desk Officer:

Signature:

Name of Data Officer:

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

Signature:

Name of Visa Officer:

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

Signature: