



Checklist for Application for Registration of Skilled Professionals

Documents to be Submitted to the Skilled Professionals Evaluation Committee	Please tick
Duly completed application form	
Personal Information:	
i) Certified copy of the bio-data page of the passport(s) ¹	
Qualification/ Experience:	
i) Certified copy/copies of all academic qualification(s) attained	
ii) Updated Curriculum Vitae	
iii) Certified copies of reference for work experience	
iv) Evidence of membership of professional body(ies) (if applicable)	
Police Clearance:	
i) Evidence of police clearance from host country ²	
Medical Clearance:	
i) Evidence of any medical conditions or medical fitness certification by a qualified doctor	
Financial Security:	
i) Latest bank statement(s) of the applicant ³	
Request Letter from the Employer (if applicable):	
i) Company or business profile	
ii) Position description and role	
iii) Rationale why this particular position requires a skilled professional under the Registration of Skilled Professionals Act 2016 and provide necessary evidence	
Training Program (if applicable):	
i) Training plan of Fijian working in the company	
ii) In case a local understudy is identified, please provide evidence of this	
Foreign Investor (if applicable):	
i) Certified copy of Foreign Investment Registration Certificate (FIRC)	
ii) Certified Investment Fiji Approval	
iii) Certified copy of Business Registration	

Please note: The Skilled Professionals Evaluation Committee can request for further document(s) if it deems necessary.

Declaration:

I solemnly declare that the information and documents provided to the Skilled Professionals Evaluation Committee are true and complete to the best of my knowledge, and if proved otherwise I acknowledge that I will be liable for penalties as stipulated under the False Information Act 2016.

¹ An applicant holding multiple citizenship should provide copies of biodata page of all the passports

² Host country means the country of residence of the application for the presiding 10 years.

³ Bank statements to determine that the application is not a bankrupt.

Name:

Signature:

Date:

Completed Application forms need to be sent to the following address:

Chair, Skilled Professionals Evaluation Committee:

Postal Address: P. O. Box 2118
Government Buildings
Suva
Fiji

Or hand delivery: Level 3
Civic Tower
Victoria Parade
Suva

Or email to: mahek.fj@gmail.com / kartik.pratap@govnet.gov.fj