

## LICENSING OF AUDIO VISUAL AGENTS – PART 2

### ELIGIBILITY CRITERIA/CHECKLIST

- COMPLETED APPLICATION FORM;
- PRESCRIBED APPLICATION FEES OF \$300 PLUS VAT UPON APPLICATION AND PRESCRIBED ISSUANCE FEE OF \$1000 PLUS VAT UPON APPROVAL OF THE LICENSE** (CASH OR BANK CHEQUE ADDRESSED TO PERMANENT SECRETARY FOR INDUSTRY AND TRADE);
- ORIGINAL COPY OF BIRTH CERTIFICATE/PASSPORT FOR FIJI RESIDENTS;
- RESIDENCE PERMIT FROM FIJI IMMIGRATION DEPARTMENT FOR FOREIGN NATIONALS;
- CERTIFICATE OF BUSINESS REGISTRATION FROM REGISTRAR OF COMPANIES;
- POLICE CLEARANCE FOR AN INDIVIDUAL OR, IN THE CASE OF A COMPANY, FOR OFFICERS OF THE COMPANY TO BE ADDRESSED TO THE PERMANENT SECRETARY FOR INDUSTRY AND TRADE, P. O. BOX 2118, GOVERNMENT BUILDINGS SUVA;
- ORIGINAL OR CERTIFIED COPY OF VALID BUSINESS LICENSE;
- TAX IDENTIFICATION NUMBER (COPY OF FIJI REVENUE AND CUSTOMS AUTHORITY LETTER);
- APPLICANTS TO PROVIDE DETAILS OF THEIR OPERATIONS IN TERMS OF THE FOLLOWING:
  - AUDIO VISUAL SERVICE CURRENTLY BEING OFFERED;
  - QUALIFICATIONS POSSESSED RELEVANT TO THE AUDIO VISUAL INDUSTRY;
  - WORK EXPERIENCE RELEVANT TO THE AUDIO VISUAL INDUSTRY;
  - ANY OTHER RELEVANT INFORMATION.